VOTING LOCATION MANAGER VOTING LOCATION DEPUTY TRAINING

May 3, 2022 | Primary Election



OVERVIEW/WHAT'S NEW



VLM/VLD TRAINING CLASS

OVERVIEW

Class Time – 4 Hours

Class Overview

Points of Emphasis

PEO Performance Review

VLM/VLD Duties

Monday night Election Day

COVID-19 precautions

PPE provided
Sanitation Official

Monday Night Meeting

Absentee Supplemental File (Delta File)

Tuesday Morning

Duties for each team

Primary Election

What is a Primary Election? Who can vote?

VLM/VLD TRAINING CLASS

Overview (cont)

Class Time – 4 Hours

Election Day

Valid forms of ID Curbside voting

Tuesday closing

Work as a team to complete closing process

Electronic pollbooks

Confirm voter's current address

Provisional Voting

Voting in the correct polling location

Management Tips

Troubleshooting

Safety

Bi-Lingual Training

Assessment

POINTS OF EMPHASIS FOR MAY 3, 2022 PRIMARY ELECTION

- ✓ Payroll (attendance) is recorded using the EPBs. Each worker will check-in Monday and Tuesday and provide their signature through a function found in the Tools Menu.
- ✓ Pack all Clear Provisional & Curbside Pouches and voted 17-Year-Old Envelopes in a Red ballot box
- ✓ No specific EPB for Curbside voting

ELECTION OFFICIAL PERFORMANCE

Why do we need to collect the reports?

- ✓ The Secretary of State requires PEO Evaluations
- To ensure that the performance is fairly and consistently addressed
- ✓ Uniform evaluation methods
- To analyze process and procedures

Precinct Election Official Performance Summary

August 3, 2021 Special Congressional Primary Election September 14, 2021 Primary Election November 2, 2021 General Election

OVERVIEW

The Election Day Workers of Cuyahoga County gained a lot of experience in 2021, serving in three back-to-back Fall elections out of the total seven elections held last year. Despite facing recruitment challenges due to the ongoing pandemic and nation-wide labor shortages, 6,286 people were hired to serve in August, September, and November collectively. Many Election Officials were very flexible and willing to step into roles and/or Polling Locations outside of their usual assignments.

Based on the criteria set by the Ohio Election Official Manual as well as the feedback gathered from the Call Center and post-election surveys from workers and voters, we noticed an overall trend of performance improvement between each election.

WORKER STATISTICS

Recruitment Numbers	August	September	November
Number of Polling Locations	157	138	295
Target Number of PEOs	2,010	1,741	3,793
Number of PEOs Worked	1,833	1,464	2,989
% of New PEOs	23.5%	3.7%	6.1%
PEO Outs	8.9%	16%	21.2%

Average Age of Workers		2021		2020
	August	September	November	November
PEOs	62	58	59	52
VLDs	64	60	65	59
VLMs	65	64	61	59
Overall Averages	64	61	62	57

Workers' Future App	oointment	(collectively over all 3 elections)				
Promote	Relocate	Remove	On Watch	Demote		
29	40	6	68	20		

Training Class Numbers	August	September	November	Totals
Online	1129	232	2215	3576
Guided Digital Learning	36	0	10	46
In-Person	1297	347	670	2314
Total # trained	2462	579	2895	5936

FALL 2021 ELECTION STATISTICS

Number of Polling Locations

- **❖** August 157
- September 138
- November 295

PEO PERFORMANCE REVIEW FALL 2021

Assessment Criteria

- ✓ Opening and Closing of Polling Locations
- ✓ Self-Reporting of Problems
- ✓ Handling of Provisional Ballots
- Reconciliation After Polls Are Closed
- ✓ Polling Location Performance Review 'Grade Sheet'

OPENING AND CLOSING OF LOCATIONS

Did the Polling Location open and close on time?

100%

Did the PEOs sign the oath of office?

100%

OPENING AND CLOSING OF LOCATIONS

Did the PEOs print and appropriately sign a zero tape(s) and summary report(s)?

AUGUST 2021

- 42% (65) of Polling Locations signed ALL tapes. 46% (73) of Polling Locations signed some but not all tapes. 12% (19) of Polling Locations did not sign ANY tapes.

SEPTEMBER 2021

- 57% (79) of Polling Locations signed ALL tapes. 36% (50) of Polling Locations signed some but not all tapes. 7% (9) of Polling Locations did not sign ANY tapes.

NOVEMBER 2021

- 58% (170) of Polling Locations signed ALL tapes. 78% (26) of Polling Locations signed some but not all tapes. 47% (16) of Polling Locations did not sign ANY tapes.

OPENING AND CLOSING OF LOCATIONS

Did the PEOs open and close correctly the voting machines?

AUGUST 2021

- 89% (139) of Polling Locations opened and closed all voting machines correctly.
- 11% (18) of Polling Locations did not open and close all voting machines correctly.

SEPTEMBER 2021

- 88% (122) of Polling Locations opened and closed all voting machines correctly.
- 12% (16) of Polling Locations did not open and close all voting machines correctly.

NOVEMBER 2021

- 93% (273) of Polling Locations opened and closed all voting machines correctly.
- 7% (20) of Polling Locations did not open and close all voting machines correctly.

SELF-REPORTING OF PROBLEMS

- ✓ Did the PEOs follow required procedures for reporting any voting machine/device issues to the board? 100%
- ✓ Did the PEOs follow required procedures for reporting if/when the ballot supply ran low to the board? 100%
- ✓ Monitored from Board of Elections

HANDLING OF PROVISIONAL BALLOTS

Did the PEOs properly issue Provisional ballots to voters, including directing Wrong-Polling Location voters to the correct Location?

AUGUST 2021

- 82% (128) of Polling Locations had NO Provisional Ballots rejected due to PEO error.
- 18% (29) of Polling Locations had ONE or MORE Provisional Ballots rejected due to PEO error.

SEPTEMBER 2021

- 93% (129) of Polling Locations had NO Provisional Ballots rejected due to PEO error.
- 7% (9) of Polling Locations had ONE or MORE Provisional Ballots rejected due to PEO error.

NOVEMBER 2021

- 91% (267) of Polling Locations had NO Provisional Ballots rejected due to PEO error.
- 9% (28) of Polling Locations had ONE or MORE Provisional Ballots rejected due to PEO error.

REASONS FOR PROVISIONAL BALLOT REJECTIONS

Provisional Ballot Rejections Due to Poll Worker Error

	August	September	November
No Printed Name	0	0	0
Missing Date of Birth	4	1	8
Missing Address	6	2	8
Missing Identification	4	3	2
No Signature	4	2	7
No Ballot in Envelope	9	4	8
Wrong Precinct Wrong Location	9	14	28

RECONCILIATION AFTER THE POLLS ARE CLOSED

Did the PEOs complete their reconciliation duties?

AUGUST 2021

- 91% (143) of Polling Locations completed the Ballot Accounting process.
- 9% (14) of Polling Locations did not complete the Ballot Accounting process.

SEPTEMBER 2021

- 96% (133) of Polling Locations completed the Ballot Accounting process.
- 4% (5) of Polling Locations did not complete the Ballot Accounting process.

NOVEMBER 2021

- 97% (285) of Polling Locations completed the Ballot Accounting process.
- 3% (10) of Polling Locations did not complete the Ballot Accounting process.

POLLING LOCATION PERFORMANCE REVIEW 'GRADE SHEET'

- ✓ Were ballots returned correctly on Election Night?
- ✓ Were the supplies delivered to the Drop Off Location correctly?
- ✓ Were the 11am and 4pm lists printed properly and timely?
- ✓ Were the Paper Pollbooks opened without permission?
- ✓ Were memory sticks handled properly?

PEO EVALUATION FORM

Assessment

- → Worked well with the EPB
- Can Process Provisional Ballots
- Worked well with other workers
- → Arrived on time
- Assisted voters/was friendly
- → Assisted with set up/tear down of location
- → Rehire (Yes/No)

Evaluation Form

Precinct Election Official EVALUATION FORM May 3, 2022 Primary Election

omplete the chart below rating 1 (poor) to 5 (excellent) on each Election Official. question requires a YES/NO response. DO NOT place check boxes for the 15.

LOCATION NAME VLM/VLD

ABRAHAM LINCOLN ROINSON, MARY

ficial Name	Arrived on Time	Assisted with set up and take down of equipment	Worked well with other staff	Customer service	EPB usage	Can process provisional ballots	Rehire
		(

e additional comments below (optional)

PEO EVALUATION RESULTS

- √ 178 Reponses
- ✓ Numerous 5 ratings =Excellent
- ✓ Please follow instructions
 - ❖ Use numbers for questions with 1-4 not (个) (√)
 - Use yes/no for questions with that response

SURVEY FEEDBACK

Statistics

- ✓ Voter Feedback (1371)
- ✓ Election Day (1487)
- ✓ Training Surveys (292)

Impact

- Payroll
- ✓ Issue Tracker
- Comment Review
- Lessons Learned

Comments

- Replace stylus
- Don't change my location
- ✓ Not enough PPE
- More EPB scenarios
- Tuesday night van drivers needed.
- Everything set up and in place!
- Locations not following diagrams.
- Had a great crew
- Need training on closing
- Mask mandates confusing

AREAS OF CONCERN

- Payroll
 - 12 Locations did not complete payroll during MNOM
 - 2 Locations were closed no MNOM
- Check-In table not following procedures (Authority to Vote slip)
 - Critical for Primary Election procedures
- ✓ Closing before 7:30pm
- ✓ Closing procedures/Ballot Accounting

QUESTIONS?

ACRONYMS

- ✓ PEO Precinct Election Official
- ✓ VLD Voting Location Deputy
- ✓ VLM Voting Location Manager
- ✓ VAT Voter Assistance Table (i.e. provisional table)
- ✓ EPB Electronic Pollbook
- ✓ ESO- Election Stand-By Official
- ✓ DS200 Voting Machine (ballot scanner)
- ✓ QRG Quick Reference Guide
- ✓ BOE Board of Elections (election headquarters)
- ✓ ORC Ohio Revised Code
- √ SOS Secretary of State

VLM/VLD DUTIES



A DAY IN THE LIFE OF...





"A DAY IN THE LIFE OF" A VLM/VLD



VLM & VLD SHARED DUTIES

- ✓ Compensation \$275
- ✓ VLM and VLD are a Management Team
- ✓ Their primary function is to ensure that the Election Process is handled in an orderly, professional and lawful manner
- Serve as a technical resource and resolve issues and troubleshoot election equipment
- ✓ Set up the location based on the Polling Location Setup Diagram

SHARED DUTIES

- ✓ Manage and guide Election Officials in the polling location on Monday and Tuesday.
- ✓ Assist with the set up of the AutoMARK
- ✓ Assign workers to specific teams/assignments, schedule breaks and lunches
- ✓ Take Election Day supplies to assigned Drop-Off Location

Continued ...

VLM Duties

- ✓ The primary contact person for the BOE and make the five (5) Mandatory Calls (VLM can pass this assignment to the VLD as needed)
- ✓ Unlock the Transport Cart and ensure the correct supplies have been delivered
- ✓ VLM is more of an observation/floating role since VLD will still be assigned to the Voter Assistance Table (VAT)

VLM DUTIES

- Read the Oath of Office-signatures in payroll module
- Review with poll workers any alerts or notices
- Ensure the Official Precinct Voter Registration List is posted Tuesday morning
- Opposite political party of VLD

Continued ...

VLD DUTIES

- ✓ Lead Voter Assistance Table (VAT) Official
- Manage Polling Location and run Monday Night Organizational Meeting if VLM is absent
- Opposite political party of the VLM

QUESTIONS?

Do's and Don'ts

Do ...

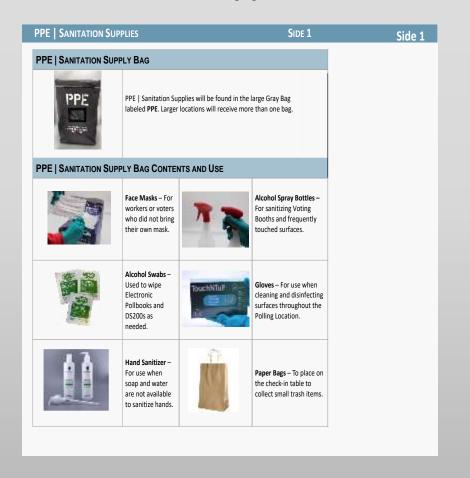
- → Follow guidelines of the Polling Location
- → Mask/face covering preferred
- → Use good judgment and practice patience both with your fellow workers and voters.
- → Temperature checks have been eliminated

Don't ...

Prevent a voter from voting because he/she refuses to wear a mask/face covering. Ask the voter politely to wear one and offer a mask if they do not have one. The voter may vote regardless.

Personal Protective Equipment (PPE)

Sanitation Supplies



Sanitation Supplies



SANITATION OFFICIAL

This worker will be responsible for the following:

- Assisting with Monday Night setup, the six-foot spacing of chairs, tables, voting booths, and equipment;
- ✓ Monitoring distribution of PPE at the polling location;
- ✓ Election-day line management within the polling location and; checking for curbside voters outside
- ✓ Sanitizing voting booths, voting machines, pens, tables, and electronic pollbooks throughout the day;

ARRANGING THE POLLING LOCATION

Working with the VLM and VLD, the Sanitation Official will lead the set up of the interior of the polling location using:

- ✓ Polling Location Setup Diagram that have been modified for every location to account for proper distancing;
- Provided doorstops to limit touching of door handles.

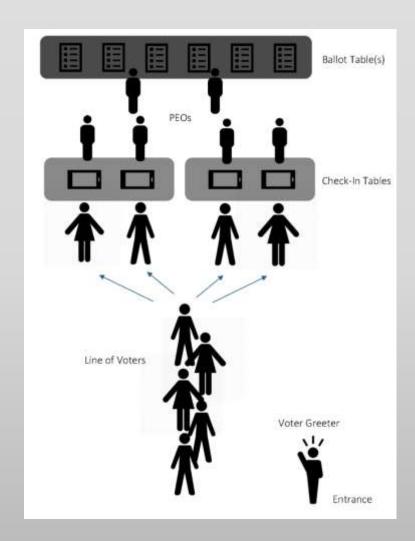
A DAY IN THE LIFE (CONT)...



JOB TITLES/DUTIES

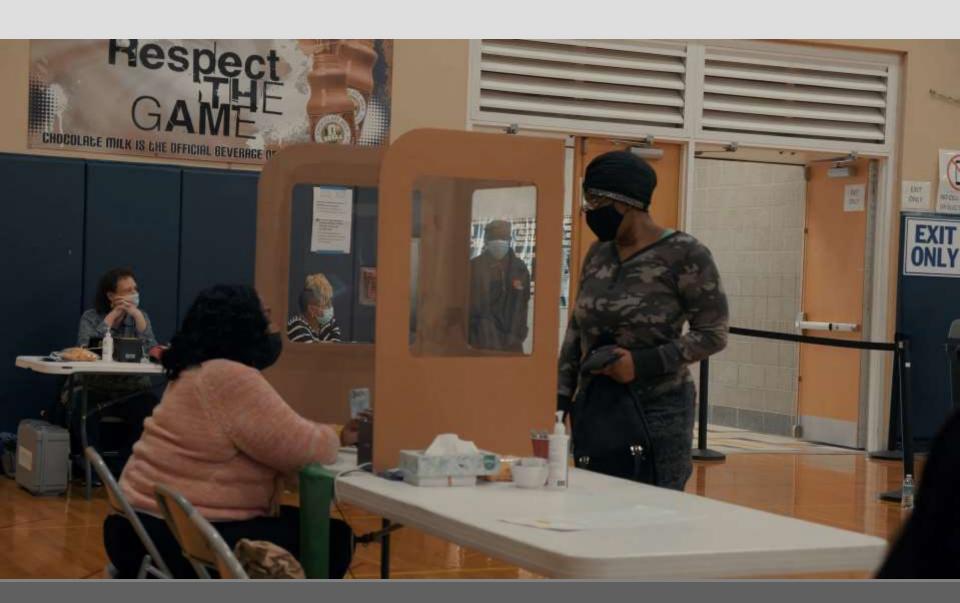
Voter Greeter

- ✓ Primary job is to direct voters to Check-In station with shortest line "Any Line, Any Time"
- Inform voters to have their proper form of ID ready
- Every voter, including a provisional voter, starts at a Check-In Table





"A DAY IN THE LIFE OF" A CHECK-IN OFFICIAL





"A DAY IN THE LIFE OF" A BALLOT OFFICIAL



JOB TITLES/DUTIES

Check-In Official (EPB)

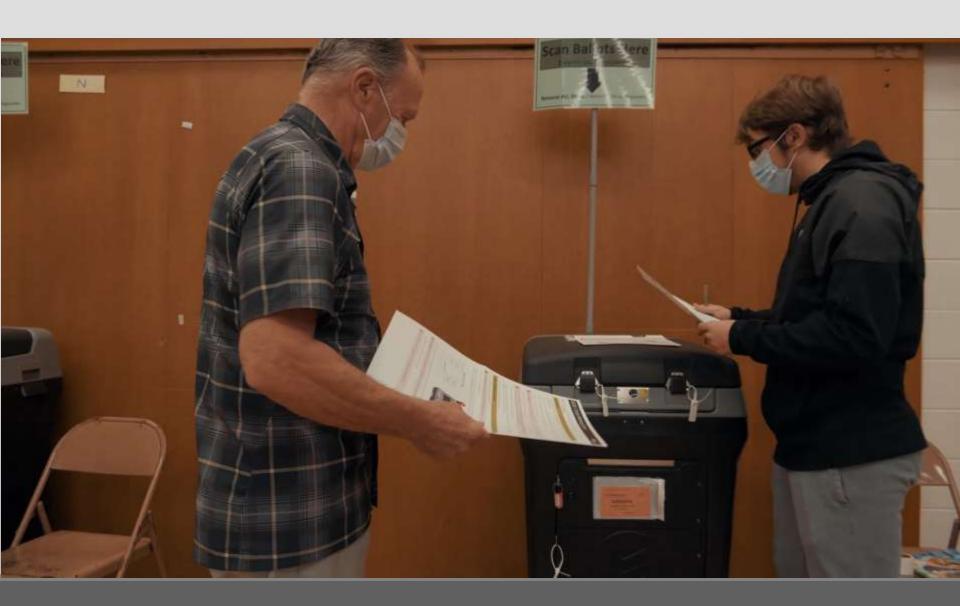
- Process voters on Electronic Pollbook
- Verify voter's ID & address
- Scan ballot stub barcode into EPB
- ✓ Lookup voter's assigned precinct/polling location and direct to VAT table or another polling location as necessary

Ballot Official

- → Receive "Authority to Vote" slip from Check-In Official
- → Provide Check-In Official with correct precinct ballot
- → Return Authority to Vote slip to Check-In Official
- → Issue ALL sheets of the precinct ballot to Check-In Official

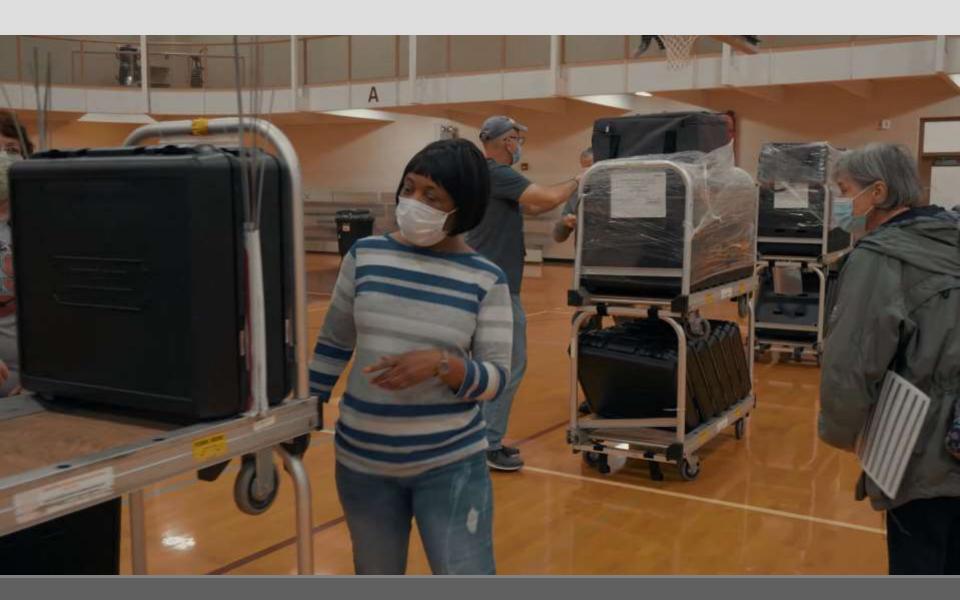


"A Day in the Life of" a Scanner Official





"A DAY IN THE LIFE OF" THE SUPPLY TEAM



JOB TITLES/DUTIES

Voter Assistance Table (VAT) Official

- Ensure every provisional voter has slip from EPB
- Record voter's City/Ward/Precinct
- ✓ Verify voter properly fills out Provisional Envelope
- Retrieve correct precinct ballot from Ballot Official

Scanner Official

- → Position yourself approx. six (6) feet away from DS200 for voter privacy
- Ask voters to remove Stub
 A and place in Stub A
 envelope
- → If a voter specifically requests help provide assistance

SUPPORTIVE JOB TITLES/DUTIES

Election Response Rover

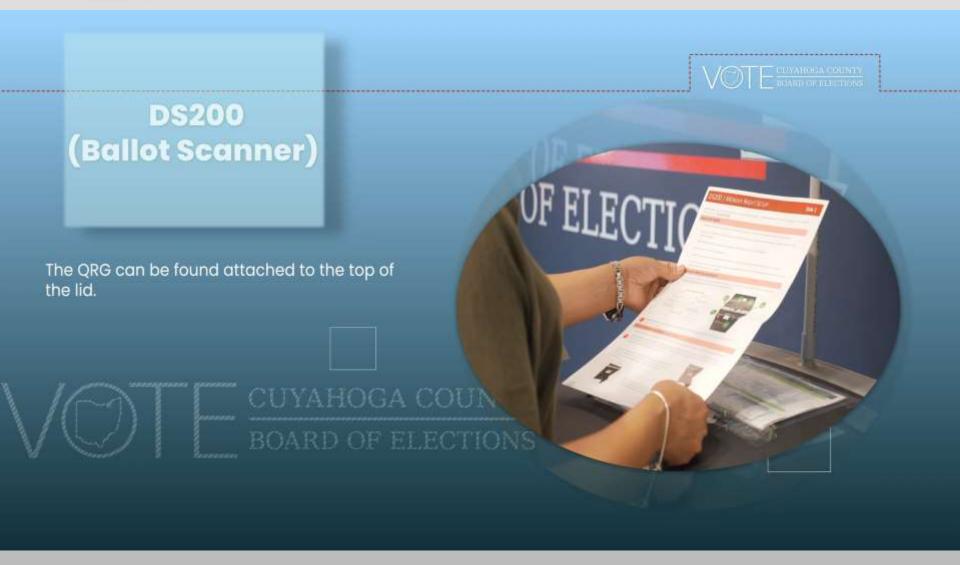
- Training staff assigned to location Monday and Tuesday
- ✓ Liaison to the Board of Elections
- Primary job is EPB connectivity
- Provide guidance and informal training

Rover

- → Ensure Location Setup Diagram is followed
- → Monitor 100-foot "No Campaigning/Neutral Zone"
- → Deliver the Closing Reminder Checklist at 2 p.m. on Election Day
- X Does **NOT** troubleshoot equipment issues or manage Polling Location



LOCATION OF QRGs AT THE POLLS



VLM/VLD CHECKLIST

Monday Night,
Tuesday Morning &
Tuesday Closing

Packed inside the Green Supply Bag

VLM/VLD CHECKLIST

MONDAY NIGHT (65 Minutes) Remove the BOE Cell Phone from the Clear Plastic Envelope in the Green Supply Bag, power it on and ensure the ringer volume is turned up. (2 Minutes) Mandatory Call #1 | Monday Night Arrival Call | 6:00 PM | 216-443-3277 Inventory Green Supply Bag. (5 Minutes) ✓ Yellow VAT Folder ✓ Green Update Folder (Place on Voter Assistance Table) (Items remain inside folder until Election Day) ✓ Paper Pollbook Backup Pack ✓ EPB Passwords (KEEP IN GREEN SUPPLY BAG! Do Not Open ✓ Observer Packet ✓ Precinct Voter List (1 per precinct) unless all EPBs are not operational on ✓ Post-Election Pack-Up List Election Day) ✓ Drop-Off Location Information Sheet Take attendance with the Election Official roster/Payroll Card from the **Green** Update Folder. (5 minutes) ✓ Check present (Monday) if the worker is present ✓ Check No Show if a worker is not present One EPBs are unpacked, remember to have all workers Clock-in on an EPB Call the BOE to report any missing workers or workers who are present but do not appear on your roster. (3 Minutes) Assign PEOs to Teams, (5 Minutes) ✓ Supply Team | Voting Booths, Tables, Blue Location Supply Bag ✓ Ballot Team | Red and Gray Ballot Boxes ✓ EPB Team | Electronic Pollbooks (EPBs) and Printers ✓ Scanner Team | DS200 Ballot Scanners Distribute supplies from the Green Update Folder and Clear Plastic Envelope. (10 Minutes) ✓ Security Records o Location Security Record - Supply Team | EPB Team o Ballot Security Record - Ballot Team o DS200 Security Record (1 per DS200) - Scanner Team ✓ Candidate Withdrawal Notice (if applicable) – Supply Team ✓ DS200 Pink and Green Keys on Lanyard – Scanner Team Review Location Setup Diagram with all Election Officials. (5 Minutes) Release teams to set up Polling Location 2 people set up the AutoMARK. (Use the AutoMARK Quick Reference Guide inside the AutoMARK Transport Case.) (10 Minutes) FINAL MONDAY REVIEW (10 Minutes) Ensure location set up according to Location Setup Diagram. Rovers will check your location to verify the voting room is set up properly and the MiFi Hotspot is located exactly as indicated on the diagram. Any changes must be approved by the Board of Elections. Double check EPBs, Printers and MiFi Hotspot connectivity (all icons on EPB should be GREEN). Confirm the Absentee Supplemental Files have successfully downloaded on each EPB. Ensure all workers Clock-in using the payroll module on any EPB. Make sure Supply Team and Ballot Team have inventoried supplies. Verify Security Records are completed and all DS200 are plugged into a power source. If a PEO other than the VLD will accompany you to the Drop-Off Location on Election Night, report this name to the BOE operator during the Monday Night Set-Up and Ready Call. Mandatory Call #2 | Monday Night Set-Up and Ready Call | 216-443-3277

NOTE: VLMs that fail to place mandatory calls to the BOE during the Monday Night Meeting and on Election Day or do not answer incoming calls from the BOE will have their pay docked for failure to complete required duties.

Mandatory Calls to the Board of Elections

RESPONSIBILITY OF VLM

Board of Elections: (216) 443-3277

Mandatory Calls to the Board of Elections



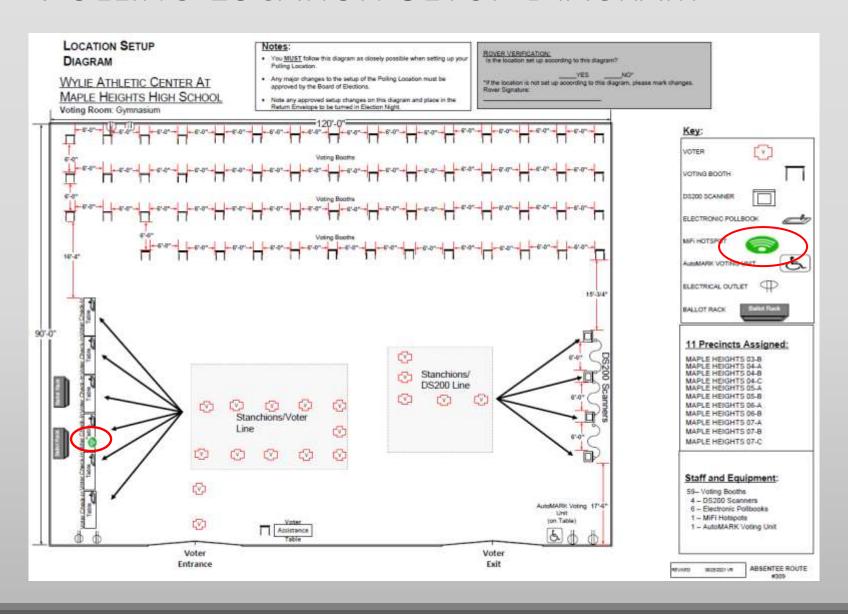
The Voting Location Manager (VLM) makes ALL Mandatory Calls to the Board of Elections. In the absence of a VLM, the Voting Location Deputy (VLD) will make the calls.

Note: These mandatory calls MUST BE MADE ON TIME!

	Time	Reports
	Monday Night 6:00 p.m.	Arrival: This call is to inform the Board of Elections that you could get into your polling location to set up and begin your Monday Night Organizational Meeting.
	Monday Night	Set Up and Ready: This call is to inform the Board of Elections that the Monday Night Organizational Meeting has occurred and that all equipment and supplies are set up (including the WiFi Hotspot, EPB Printers and Voting Booths) and ready prior to leaving. If there were any problems (such as missing supplies or missing workers please report them at this time.
0	Tuesday Morning 5:00 a.m. – 5:30 a.m.	Arrival: This call must be made immediately upon entering the Polling Location to report your attendance to the Board of Elections. If you have not reported by 5:30 a.m., a replacement VLM will be dispatched immediately.
	Tuesday Morning 5:00 a.m. –	Open and Ready: This call verifies that all Electronic Pollbooks and MiFi Hotspot are plugged in and powered on, ballots have been placed on the Ballot Table(s), and that the Red/Gray Ballot Boxes have been resealed. Note: You MUST set up and open the polls on all DS200s before 6:15 a.m.
	6:15 a.m.	but can make your Open and Ready call as soon as you have EPBs, Ballots, Red/Gray Ballot Boxes and ONE DS200 set up and ready.
п	Tuesday Evening	Closed Poll Report: This call is to be made immediately upon the departure of the Voting Location Manager and Voting Location Deputy
	8:00 p.m. – 8:30 p.m.	for the Drop-Off Location. It is also to report a normal and orderly closing of the Polling Location.

Revised 02.01.18

POLLING LOCATION SETUP DIAGRAM



VAT TEAM

- → Set up Voter Assistance Tables and voting booth. Ensure all supplies are on the table(s)
- Depending on the size of the location, you may have multiple provisional tables. Staff accordingly.
 - 1-4 precincts has one (1) table
 - 5-8 precincts has two (2) tables
 - 9-12 precincts has three (3) tables

PINK MEMO SHEET

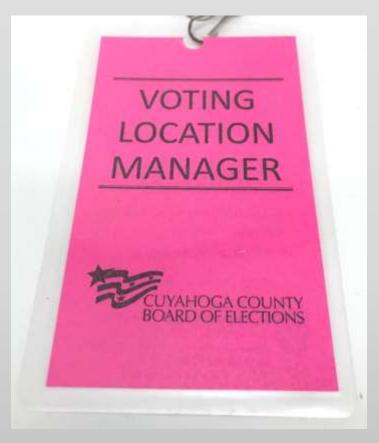
Pink Memo Sheet

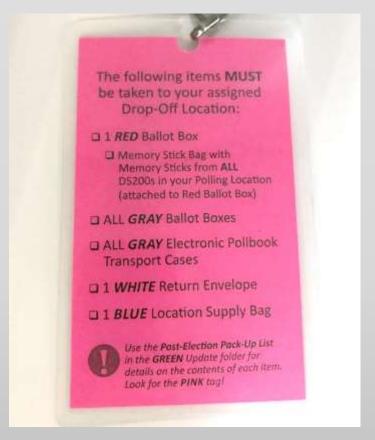


Copies for Check-In/VAT Table

- ✓ Pink Memo Intended to document unusual issues and problems.
- ✓ Facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents must be documented

VLM PINK LANYARD (DROP-OFF CHECKLIST)





Front Back

Delivered with Closing Packet by Rover at 2 p.m. on Election Day

COLORED TAGS ON DROP-OFF SUPPLIES



Pink tags and label match color of the Pink VLM Lanyard

QUESTIONS?

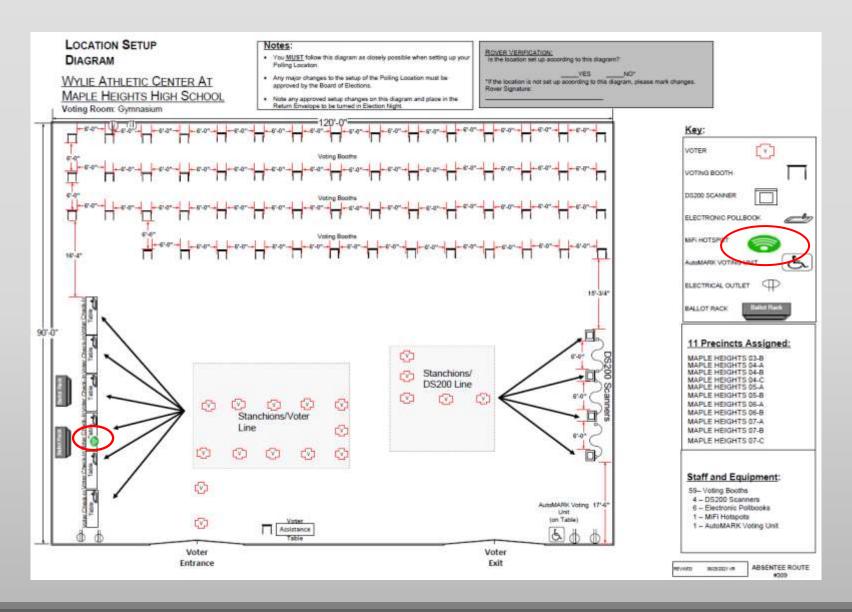
MONDAY NIGHT



Monday Night Basics

- ✓ Required attendance; arrive by 6 p.m.
- ✓ Verify all supplies are present
- ✓ Set-up equipment
- ✓ VLM/VLD delegates tasks typically to teams of (2)

POLLING LOCATION SETUP DIAGRAM



POINTS OF EMPHASIS

- ✓ DO NOT log into the EPBs on Monday night
 - Remember no passwords are entered until Tuesday morning (Election Manual page 18)
- ✓ Allow Absentee Supplemental File (Delta File) to completely download before putting EPBs to sleep. Make sure Absentee Supplemental File numbers match an all EPBs.
- ✓ Put EPBs to sleep on Monday night (closing EPB metal case does not put EPB to sleep)

EPB TEAM

Election Manual Pages 16-17

All EPB QRGs can be found inside one EPB transport case with the MiFi

- → Inspect the EPBs
- Mandatory Power Sequence
 - Must follow sequence of instructions EXACTLY
- → Set up ALL EPBs delivered to your polling location. Confirm polling location is correct on each screen.
- Download Absentee
 Supplemental List

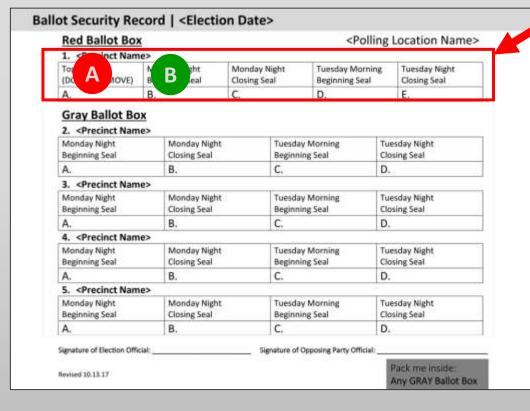
Ballot Team

Election Manual Page 10

QRG located inside Red Ballot Box

- Inventory the Ballots in the Red Ballot Box:
 - DO NOT open ballot packs
- → Inventory the Ballots in the Gray Ballot Box(es)
 - DO NOT open the Ballot Packs
 - This process must be completed for EACH Gray Ballot Box in the location

BALLOT TEAM BALLOT SECURITY RECORD





SCANNER TEAM

Election Manual Pages 14-15

All DS200 QRGs are attached to the lid of two DS200s

- → Inspect the DS200
- → Complete DS200 Security Record
- Remove Supplies from Ballot Compartment
- → Plug in the DS200 and Leave to Charge Overnight

SUPPLY TEAM

Election Manual Page 9

QRG is inside the Blue Supply Bag

- → Arrange Polling Location with guidance from Sanitation Official(s)
- → Inventory Blue Location Supply Bag w/checklist found inside
- → Hang Maps, Sample Ballots & Issue Signs



QUESTIONS?

TUESDAY MORNING



Tuesday Morning Basics

- ✓ Arrive by 5:30 a.m.
- ✓ Be properly dressed and bring a mask/face covering
- ✓ You will have a one-hour lunch break assigned by the VLM/VLD, along with additional breaks as time permits
- ✓ Park your vehicle in an area that leaves parking spaces close to the entrance for voters

OATH OF OFFICE (VLM DUTY)

- ✓ VLM reads Oath of Office to all Election Officials
- ✓ Signature for Oath of Office is completed when workers "clock-in" on the Payroll Module on the EPB.

	ce- All Election Officials Must Sign Below
State of Ohio, County of Cuyahoga:	
do solemnly swear that under the penal	ty of perjury that I will support the Constitution of the United States
	ate of Ohio and its laws; that I have not been convicted of a felony of
	lischarge to the best of my ability the duties of PRECINCT ELECTION
OFFICIAL in and for Precinct	in the County of (Township) or (Ward an
City or Village)	in the election to be held on the
	equired by law and the rules and instructions of the Board of
	deavor to prevent fraud in such election, and will report immediate have which come to my attention, and will not disclose any
information as to now any elector voted	which is gained by me in the discharge of my official duties.
Personal Floriday CERTICAL Co	
Precinct Election Official Signatures:	
	Manager
Precinct Election Official Signatures: To be Completed by the Voting Location	Manager:
	MANAGEA
To be Completed by the Voting Location	MANAGERA)

VOTER CHECK-OFF LISTS

- ✓ Post blank Precinct Voter Check-Off Lists at 6 a.m.
- ✓ The 6 a.m. lists come from Green Update Folder in Green Supply Bag
- ✓ The 11 a.m. and 4 p.m. lists are generated from one (1) EPB
- All lists are posted by the entrance to the voting room



LIST OF REGISTERED VOTERS

Per Ohio Revised Code 3503.23, Election Officials are required to:

- Post an official registration list for each precinct, containing the names, addresses, and political
 party of all qualified registered voters in the precinct before the polls open on Election Day; and
- At 11:00 a.m. and again at 4:00 p.m. post a report indicating which registered voters have cast a ballot at that Polling Location on Election Day. (These reports are generated from the Electronic Pollbooks.)

NOTE: Any person may enter the Polling Location for the sole purpose of checking and taking notes from the official Precinct Voter List that is posted at 6:30 a.m., 11:00 a.m., and 4:00 p.m. Such persons may not wear any electioneering or campaign clothes or accessories and may not interfere with or disrupt the election. Such persons may not remove the posted official Precinct Voter List, and election officials should be careful to post the list in a manner that it cannot be removed unnoticed by an election official.

FLAGS AND SIGNS

- ✓ Place large American flag outside main entrance to Location;
- ✓ Place two (2) or more small American flags appx. 100 feet from entrance
- ✓ Place "No Campaigning" sign 100 feet from the entrance
- ✓ Hang "Election Today" directional arrow signs to direct voters from the parking area and main entrance to the voting room

BALLOT TEAM

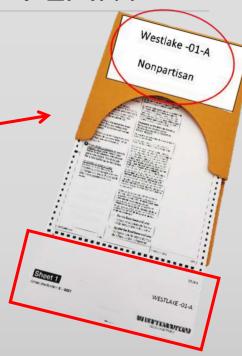
Election Manual Page 21

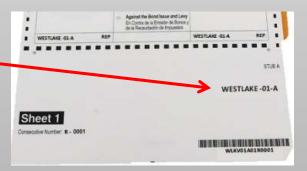
QRG located inside RED Ballot Box

- → Steps must be completed for ALL Red and Gray Ballot Boxes
- → All unopened ballot packs remain in Ballot Boxes until needed. Keep ballot boxes behind Ballot Table(s)
- → Remove and place on Check-In Table
 - Authority to Vote Slip Envelope(s);
 - Curbside Envelopes;
 - Soiled/Voided Envelope;
 - EPB Reports Envelope

TUESDAY MORNING BALLOT TEAM

- Remove Ballot Containment Folder with first pack of ballots for that ballot type and place on Ballot Table
- ✓ All unopened ballot packs remain in Ballot Box until needed. Keep ballot boxes behind Ballot Table(s)
- Repeat steps for all Red and Gray Ballot Boxes
- ✓ Ballots are precinct specific
- ✓ All Ballot Containment Folders are to be placed on Ballot Table(s)





BALLOT TABLE SETUP

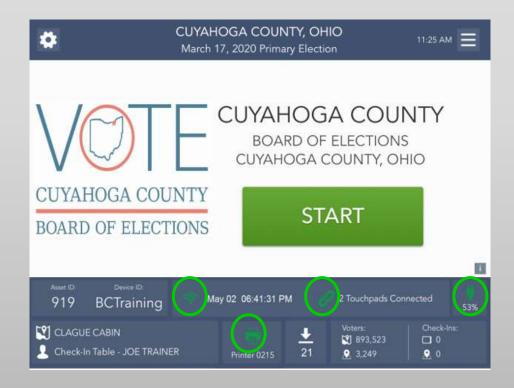


EPB TEAM

Election Manual Page 22

All EPB QRGs can be found inside one EPB transport case with the MiFi

- → Steps must be followed on ALL Electronic Pollbooks
- → Confirm all four (4) icons in the status bar are GREEN



SCANNER TEAM

Election Manual Page 24

All DS200 QRGs are attached to the lid of two DS200s

- → Inspect the DS200
 - Remove EPBs from Ballot Compartment and place on Check-In Table
- → Complete DS200 Security Record
- → Review the Configuration Report
- → Open the Polls | Print the Zero Totals Report



Zero Report MUST be signed by officials of different political parties!

LOCATION READY FOR VOTING

By **6:15 a.m.** all Check-In and Ballot Table(s) and at least one (1) DS200 in the location must be ready for voting, which means:

- EPBs & ballots are in the proper locations and ready for use
- At least one (1) DS200 is sealed and ready for use
- PPE has been distributed and social distance measures set
- The VLM makes Mandatory Call to the BOE to report location is Ready to Open by 6:30 a.m.
- At 6:30 a.m. the VLM declares "The Polls are open for voting!"

QUESTIONS?

PRIMARY ELECTION



WHAT'S A PRIMARY ELECTION?

The central purpose of a Primary Election is to allow voters to select (nominate) the candidates they would like to represent their political party in the General Election.

WHO CAN VOTE?

- Any voter can vote in a Primary Election
- ✓ It does not matter what political party a voter was previously. Every voter has the right to choose to vote for any parties' candidates at a Primary Election (or choose to be nonpartisan).

POLITICAL PARTIES IN THIS ELECTION

- Democratic
- Republican
- ✓ Nonpartisan





What Does Selecting a Political Party Actually Mean?

- ✓ The party a voter chooses at a Primary Election becomes the voter's party of record in the BOE's registration system until the next Primary Election, which is typically every even year.
- ✓ For example, if a voter chooses a Democratic ballot, that voter will be a "registered" Democrat, and will remain so unless he/she chooses a different political party at a future Primary Election.

Continued ...

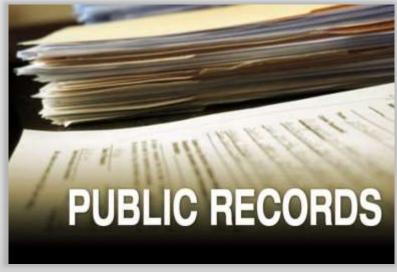
What Does Selecting a Political Party Actually Mean?

- ✓ Any voter can select a nonpartisan ballot, and this will make that voter unaffiliated with any party in the BOE's voter registration system.
- ✓ However, there are no nonpartisan candidates in a Primary Election, so if a voter chooses a nonpartisan ballot, they will only be able to vote on Questions and Issues.

POLITICAL PARTY IS PUBLIC RECORD

- ✓ Political party that a voter chooses in a Primary Election is public record.
- ✓ If a candidate, campaign or any member of the public wants to view a list of voters who selected a particular party in a Primary Election, that information is available to them.

Continued ...



POLITICAL PARTY IS PUBLIC RECORD

- ✓ Some voters are sensitive about their political party being announced publically at the polling location.
- ✓ Since a voter selects their political party on the EPB, and the slip that is generated has the political party he/she selected printed on it, there should be very few instances where a poll worker needs to either ask or state out loud the political party a voter has selected.

MYTH BUSTERS

- ✓ A voter **DOES NOT** have to vote in the Primary Election in order to vote in the General Election.
- ✓ A voter CAN vote for any candidate in the General Election regardless of their political party.



17-YEAR-OLD VOTERS

17-Year-olds can vote in a Primary Election under the following conditions:

- 1. The voter will be 18 years old on or before the next General Election
- 2. A 17-year-old **CAN ONLY VOTE ON CANDIDATES**, which means they must select a political party (a nonpartisan ballot only has Questions & Issues).

17-YEAR-OLD VOTERS

- ✓ Will be marked as 17-Year-Old voter in EPB
- ✓ Ballots will be placed into 17-Year-Old Envelope
- ✓ To ensure 17-Year-Old voters do NOT vote on issue contests and do NOT scan their ballots, be sure to:
 - Use 17-Year-Old stamp to mark top left corner of all ballot sheets
 - Provide voter ballot, copy of 17-Year-Old instructions and 17-Year-Old Envelope
 - Review instructions with voter
 - Sign 17-Year-Old Envelope and place in Red ballot box

CHALLENGING VOTERS ON PARTY SELECTION

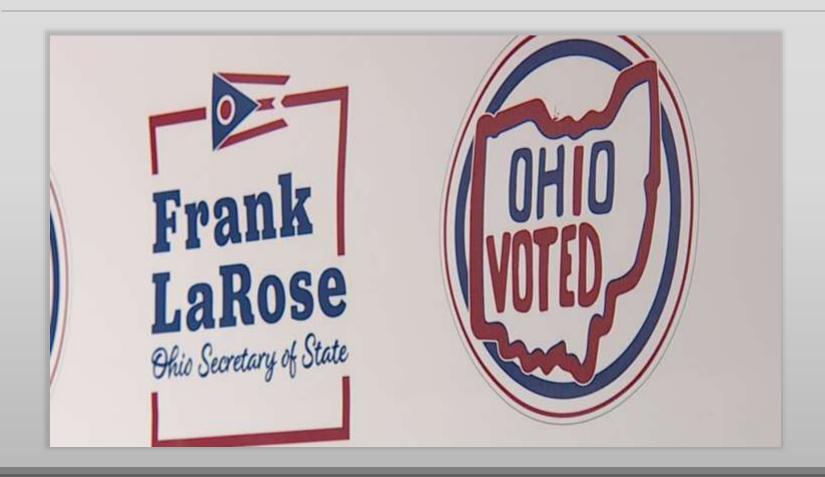
- ✓ DO NOT challenge the party selection/affiliation of any voter
- ✓ A Primary Election allows a voter to choose their political party regardless of their previous party
- ✓ In the RARE instance that you believe a voter is choosing a political party in a **disingenuous** manner, call the BOE for further instructions

FINAL ITEMS

- ✓ "Any Line. Any Time." is still applicable in a Primary Election
- ✓ Provisional voter declares his/her political party by writing the party on the EPB slip at the VAT



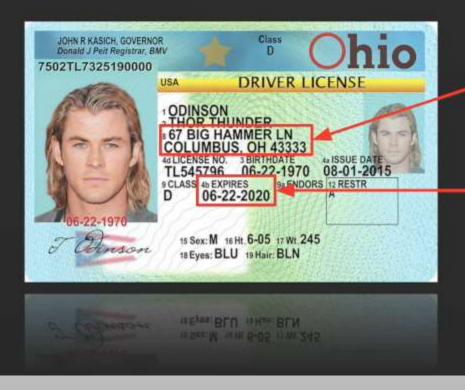
ELECTION DAY





ACCEPTABLE FORMS OF ID

Non-Expired Ohio Driver's License



67 Big Hammer Ln, Columbus, OH 43333

Current or Former Address

Expires 06-22-2020

Non-Expired

Processing the Regular Voter

Overview:

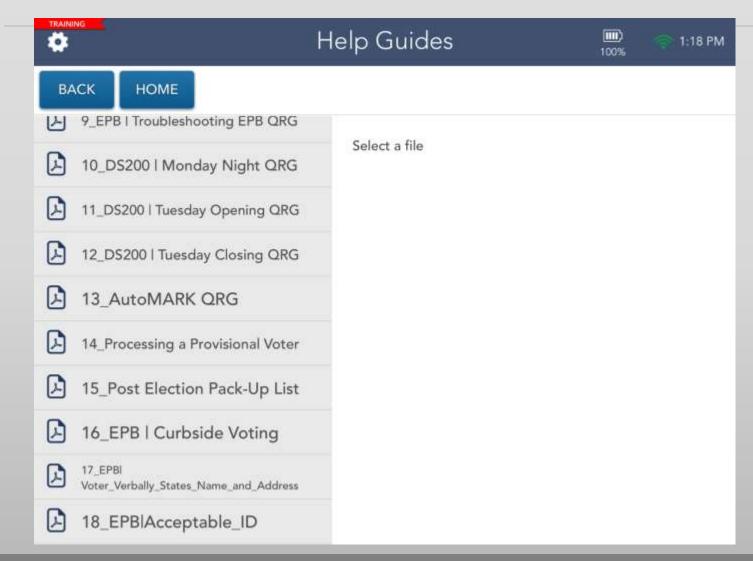
- ✓ In a typical election, 97% of voters cast a regular ballot. These voters:
 - Are registered with the correct name and address in the Electronic Pollbook;
 - → Have proper identification; and
 - Have not requested to vote by mail or voted early at the Board of Elections

ACCEPTABLE FORMS OF ID)

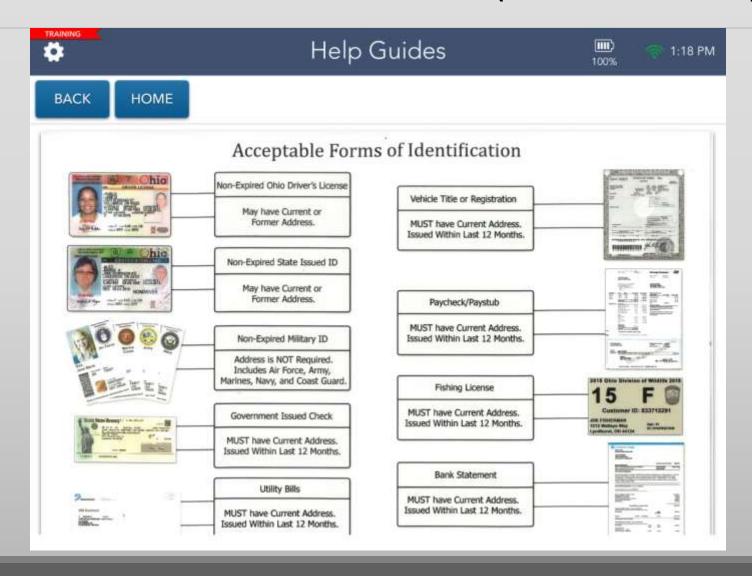
Acceptable Identification	Address on Identification	Issue Date on Identification
Non-Expired Driver License	Any Address Accepted	Any Issue Date Accepted
Non-Expired State ID	Any Address Accepted	Any Issue Date Accepted
Non-Expired Military ID	No Address Required	Any Issue Date Accepted
Government Issued Check	Current Address Required	Issue Date must be within last 12 months
Utility Bills	Current Address Required	Issue Date must be within last 12 months
Vehicle Title or Registration	Current Address Required	Issue Date must be within last 12 months
Paycheck/Pay Stub	Current Address Required	Issue Date must be within last 12 months
Fishing License	Current Address Required	Issue Date must be within last 12 months
Bank Statement	Current Address Required	Issue Date must be within last 12 months

- ✓ Photo ID is NOT REQUIRED in the state of Ohio
- ✓ Conceal Carry/Hunting License issued in any Ohio county are acceptable forms of ID
- ✓ Electronic versions of Proper ID are permissible (with the exception of a driver license, state ID or military ID)

ACCEPTABLE FORMS OF ID (HELP GUIDE)



ACCEPTABLE FORMS OF ID (HELP GUIDE)



Using the DS200 Ballot Scanner

The Scanner Official will:

- ✓ Use all DS200 machines equally and NEVER use emergency slot
- Confirm with voter that he/she has marked the ballot
- ✓ Ask voter to remove Stub A from each ballot page and place in Stub A Envelope
- ✓ NEVER tell voter which option to select or make a selection for the voter on DS200

Continued ...

Using the DS200 Ballot Scanner

The Scanner Official will:

- ✓ Instruct voter to insert ballot one sheet at a time
- ✓ Instruct voter to push ballot sheet into the ballot feed tray on top of the DS200 scanner
- ✓ Stay six (6) feet away from the scanner for voter privacy
- ✓ Give voter a sticker and voter survey postcard

OBSERVERS

- ✓ Appointed to watch and inspect Election Day proceedings
- Required to follow guidelines
- Certificate of Appointment and Oath:
 - Must present Certificate of Appointment & ID
 - VLM will give the Observer the Oath (Observer Packet)
 - Must sign Observer Sign-In Sheet each time
 - Observer packet inside Green Update Folder
- ✓ Federal Observers DO NOT follow these guidelines

OTHERS AT THE POLLING LOCATION

Media

- ✓ Credentialed media may enter Polling Location
- ✓ Permitted to take pictures and record video, but <u>CANNOT</u> interfere with voting or infringe on voter's privacy

Exit Polling

- ✓ People (often media) who survey voters as they exit
- ✓ Must take place outside of immediate voting area and must not interfere with voting process

CAMPAIGNERS

- ✓ Not permitted within 100-foot "No Campaigning Area" marked by American flags
- Primary responsibility of Rovers to monitor
- ✓ Are permitted to hand out literature outside the 100-foot "No Campaigning Area"
- Note: Check frequently to make sure no literature is left in Voting Booths

VOTERS WITH DISABILITIES

- ✓ Treat with respect
- Do not challenge voters who are receiving assistance or have other ADA needs such as a service animal
- ✓ Voters with disabilities can receive assistance from:
 - Family member or friend (never an employer or union representative)
 - Two (2) PEOs of opposite political parties
 - Use AutoMARK
 - Use Curbside voting (QRG provided)



CURBSIDE VOTING

- ✓ A QRG has been created with the detailed steps to follow.
- ✓ You must offer curbside voting to any voter who is physically unable to enter the polling location or <u>concerned</u> about entering the polling location.

Continued ...

VIDEO: CURBSIDE VOTING

Curbside Voting:



the process followed when a voter who is physically unable to enter a Polling Location sends another person inside to inform the PEOs of his/her desire to vote.

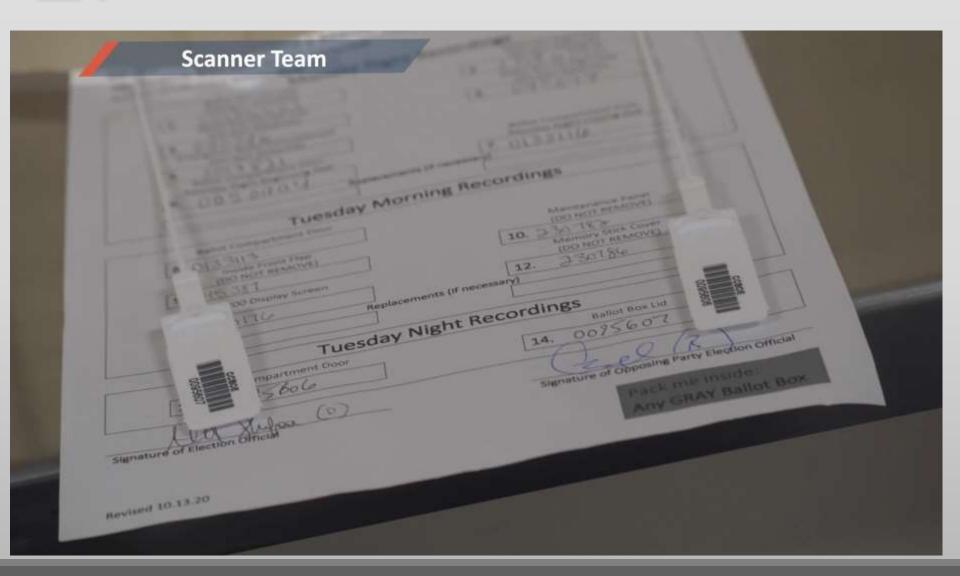
QUESTIONS?

TUESDAY CLOSING





TUESDAY NIGHT CLOSING PROCESS



Tuesday Closing Resources

The following items at the polling location can serve as resources to assist with Tuesday Closing:

- ✓ Post-Election Pack-Up List (Green Update Folder & Brown Folder in Blue Supply Bag)
- ✓ Closing Reminder Checklist (Brought by Rover on Election Day)
- Election Manual
- ✓ Pink Lanyards (Brought by Rover to VLM on Election Day)
- ✓ Pink Tags (on the supplies required to be brought to the Drop-Off Location)

REMINDERS

- ✓ Voters in line at 7:30 p.m. get to vote. If there is a line, place a worker at the end of the line at 7:30 p.m., marking the last voter eligible to vote
- ✓ DO NOT start closing procedures until the last voter has exited the location
- Each bag has a checklist that says what will go in it at the end of the night
- ✓ <u>ALL</u> workers need to help with the closing process

POINTS OF EMPHASIS

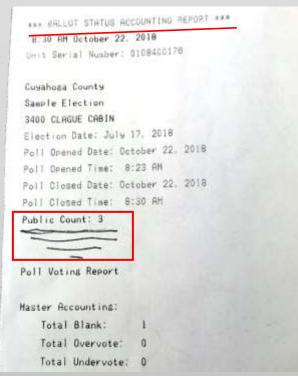
- ✓ Pack all Clear Provisional & Curbside Pouches and voted 17-Year-Old Envelopes in a Red ballot box (Election Manual Page 64)
- ✓ Unvoted ballots/ballot packs go inside a Gray ballot box (Election Manual Page 64)
- ✓ <u>Voting Results Report</u> One copy posted at the exterior of the polling location facing outward, other copy goes to Ballot Accounting team.

SCANNER TEAM

Election Manual Page 54

All DS200 QRGs are attached to the lid of two DS200s

- → Print Results Reports
 - Give Ballot Status Accounting report to VLM to complete the Ballot Accounting process on EPBs



- → Remove Memory Sticks
- → Empty the Ballot Compartments

DS200 CLOSING

✓ <u>DO NOT</u> Remove Memory Sticks until two (2) copies of Results Report print and DS200 has completely shut down



 Early removal will corrupt data on memory stick

TUESDAY CLOSING - BALLOT TEAM

- ✓ Remove any UNUSED ballots or envelopes from Red ballot box and place in any Gray ballot box
- ✓ Only voted ballots are placed in Red ballot box





Election Manual Pages 62-63

TUESDAY CLOSING — SUPPLY TEAM

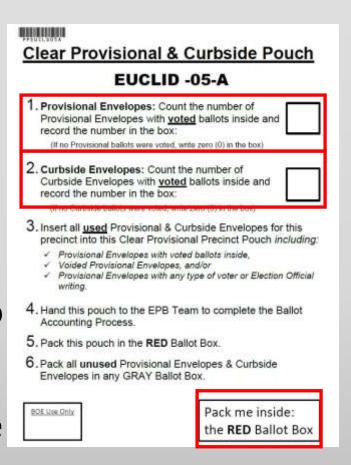
- ✓ Remove all posted signs and flags
- ✓ Assist the Sanitation Official(s) in taking down the voting booths
- ✓ Place all other election supplies and Green supply bag inside Blue location supply bag
- ✓ VLD, once complete with VAT closing, will oversee Supply Team

DROP-OFF INFORMATION

- ✓ ALL supplies are taken to Drop-Off Location
- ✓ Packed in correct bags according to <u>Post-Election</u> <u>Pack-Up List</u>
- ✓ VLM and VLD complete Drop-Off
- ✓ Must be Registered Democrat and Registered Republican
- ✓ Ride in same vehicle to Drop-Off Location
- ✓ Sign Chain of Custody Form before leaving

Tuesday Closing - VAT Team

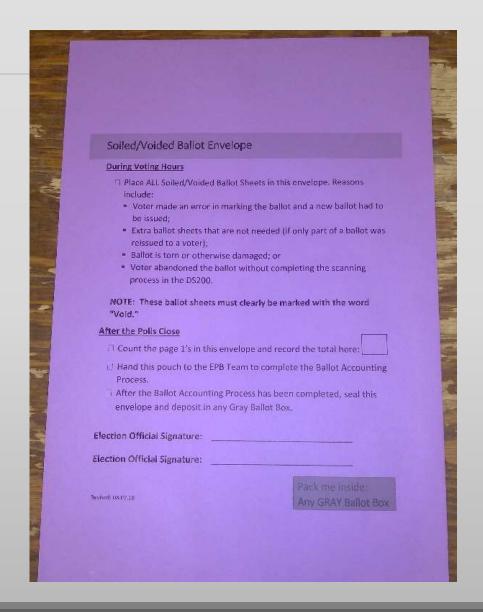
- ✓ Count number of VOTED Provisional Envelopes and Curbside Envelopes inside each Clear Provisional & Curbside Pouch
- ✓ Record total on the label
- ✓ Provide EPB Team the Pouches to use during Ballot Accounting
- ✓ Pack Clear Provisional & Curbside Pouch inside the Red Ballot Box after accounting process is complete



Tuesday Closing — Ballot Team

- Locate Soiled/Voided Envelope
- ✓ Verify "VOID" is written on each ballot inside Soiled/Voided Ballot Envelope
- ✓ Give Soiled/Voided Envelope to EPB Team for Ballot Accounting process
- ✓ Pack Soiled/Voided Envelope in any Gray ballot box once Ballot Accounting process is complete

Continued ...



QUESTIONS?

15-MINUTE BREAK



POINTS OF EMPHASIS

- ✓ First step at check-in table is always to review if the form of ID presented is non-expired
- ✓ Do not automatically/robotically take what the EPB screen tells you without confirming the current address and name of the voter
- ✓ Allow 5 minutes for the ballot accounting to transmit to the BOE on Tuesday night

What are Electronic Pollbooks? (EPBs)

How They Work

- ✓ Contain record of every registered voter in county
- ✓ Produce various slips that inform Election Officials on how to process the voter
- ✓ Direct voters to correct polling location as necessary
- ✓ Transmit important data securely back to the BOE

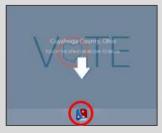
Benefits of EPBs

- Reduce check-in and wait times
- ✓ "Any Line, Any Time"
- ✓ Scanning ballot stub barcode ensures voters get right ballot
- ✓ Reduce the number of provisional voters

OPENING THE EPB APP

UNLOCK THE DEVICE AND LAUNCH THE EPB PROGRAM

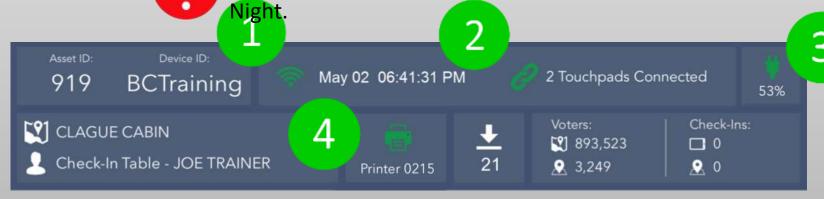




VERIFY THE ELECTION DATE AND POLLING LOCATION NAME

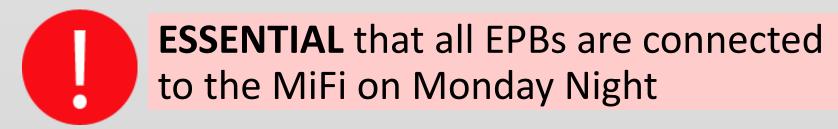


CONFIRM TO THE EPBS Using passwords on Monday L. GREEN.

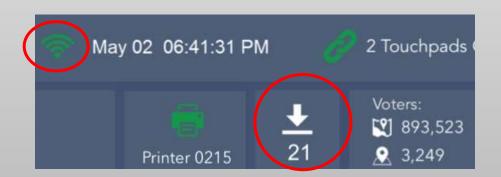


Election Manual Page 18

ABSENTEE SUPPLEMENTAL LIST (REMINDER)



Sent electronically and securely through the MiFi device to all EPBs



Election Manual Page 19

CLOSING AND STORING THE EPBS

STEP 5: ENTER SLEEP MODE



STEP 6: STORE EPBS UNTIL ELECTION MORNING





DO NOT TURN THE MIFI HOTSPOT OR THE PRINTERS OFF!

QUESTIONS?

EPB TUESDAY MORNING SETUP

Election Manual Page 17

STEP 1: ELECTION MORNING SETUP

STEP 2: WAKE THE EPBS

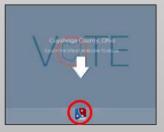




STEP 3: UNLOCK DEVICE & LAUNCH EPB

STEP 4: VERIFY CONNECTION



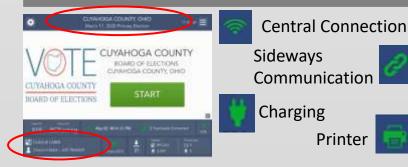




AT&T

EPB Tuesday Morning Setup

STEP 5: VERIFY INFORMATION ON INITIAL SCREEN



STEP 6: VERIFY ABSENTEE FILES TRANSMISSION



STEP 7: PRESS START TO LOG INTO THE EPB



STEP 8: LOG INTO THE EPB



STEP 9: ENTER PASSWORDS



STEP 10: PRINT ZERO REPORTS



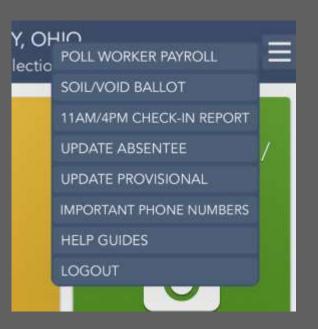
EPB HOME SCREEN



- 1 EPB Application Settings Menu
- 2 Tools Menu
- 3 Asset/Device ID
- Central Connection / Network Name
- 5 Sideways Communication
- 6 Charging/Battery Status
- 7 Voting Location
- 8 Printer Status
- 9 Delta Files (Absentee/Supplemental Files)
- 10 Check-In Totals

EPB Home Screen

Tools Menu



- → Payroll Module: Clock-In/Oath of Office
- → **Soil/Void Ballot:** Soil/re-issue a ballot
- → **11AM/4PM Check-In Report:** Print 11/4 reports
- → <u>Update Absentee</u>: Scan Absentee Supplemental barcodes to update the latest absentee requests
- → <u>Update Provisional</u>: Scan Provisional barcodes to apply last minute voter record updates
- → <u>Important Phone Numbers</u>: List of important Election Day phone numbers
- → <u>Help Guides:</u> View procedural documents
- → **Logout**: Logout of the EPB/Close Election

POINTS OF EMPHASIS

- ✓ Unsure if a form of ID is acceptable, call the BOE
- ✓ Once a voter record is located in the EPB, ask the voter to state their current address and name
 - Done in every circumstance, without exception
 - Required by Ohio law
 - Do not issue a ballot based on address from driver license/State ID, but what the voter verbally states

Continued ...

ORC CODE NAME & ADDRESS (HELP GUIDE)



Help Guides





BACK

HOME



Ohio Revised Code

Section 3505.18 Procedure when elector entered polling place.

Effective: June 21, 2013

Legislation: Senate Bill 47, Senate Bill 109, Senate Bill 216 - 130th General Assembly

(A)(1) When an elector appears in a polling place to vote, the elector shall announce to the precinct election officials the elector's full name and current address and provide proof of the elector's identity in the form of a current and valid photo identification, a military identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document, other than a notice of voter registration mailed by a board of elections under section 3503.19 of the Revised Code, that shows the name and current address of the elector.

(2) If an elector does not have or is unable to provide to the precinct election officials any of the

Poll Worker Payroll Module

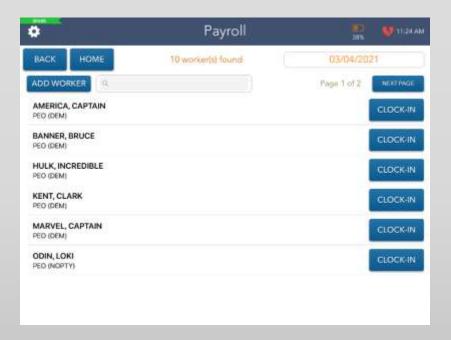
✓ All workers are required to "Clock-In" on the EPB both Monday night and Tuesday morning in order to get paid.



Continued ...

Poll Worker Payroll Module

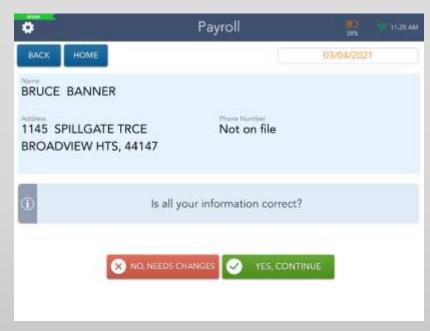
STEP 1: SEARCH FOR YOUR NAME



Select "Clock-In" next to your name

Continued ...

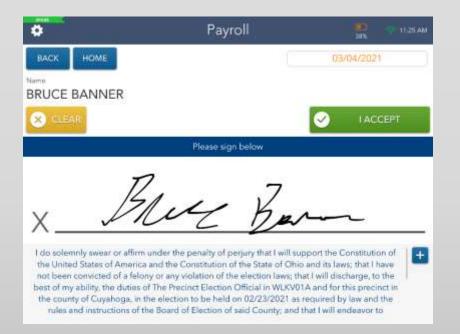
STEP 2: CONFIRM/UPDATE YOUR INFO



If your address has changed or we don't have a phone number, select the red "No, Needs Changes" button

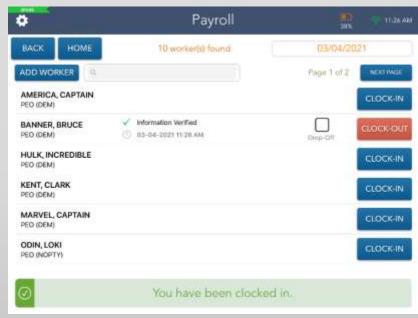
Poll Worker Payroll Module

STEP 3: READ OATH & SIGNATURE



If Drop-Off is selected, an additional screen will appear asking if you are the Driver or Drop-Off (i.e. rider).

STEP 4: CHECK DROP-OFF IF APPLICABLE

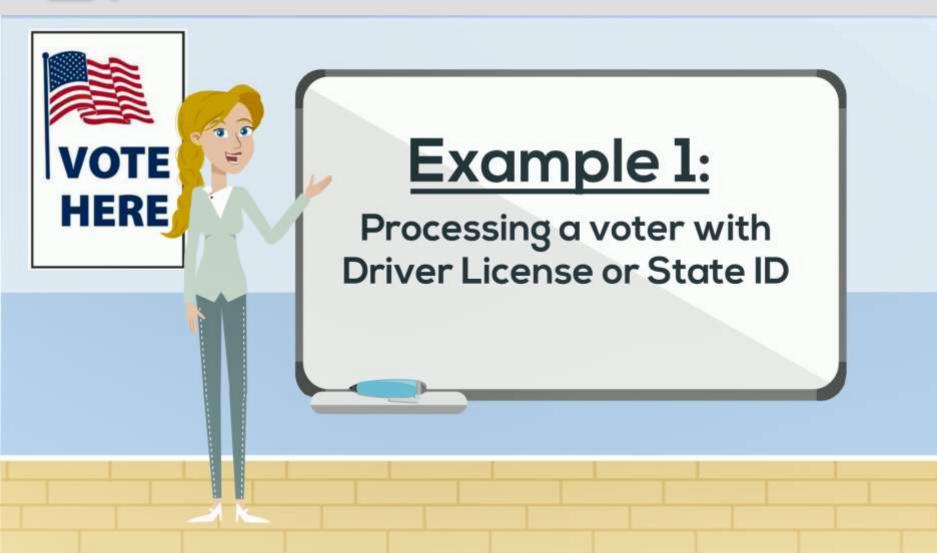




QUESTIONS?



Processing a Registered Voter



EPB Hands-On Scenario #1

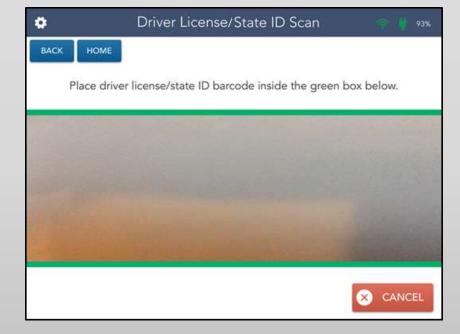


ID SCAN - BRAD PITT (REPUBLICAN)

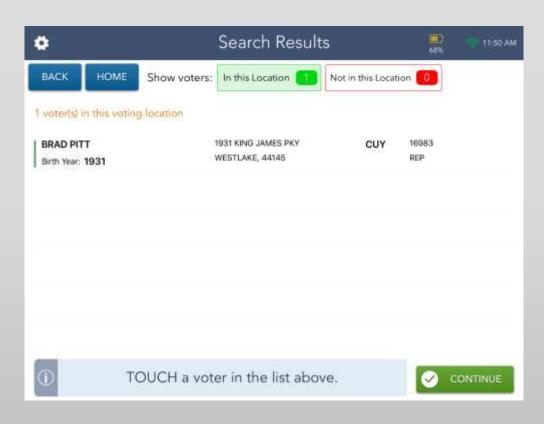
DRIVER LICENSE/STATE ID SCAN





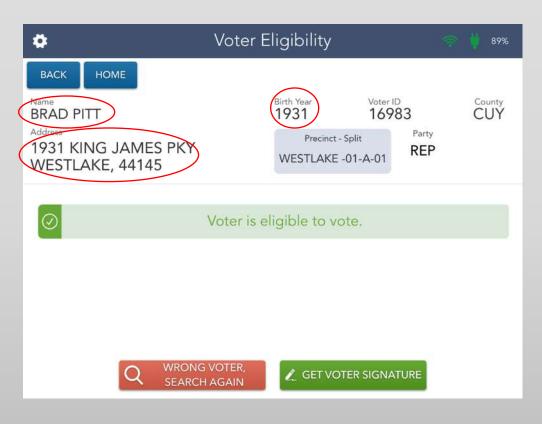


SEARCH RESULTS



- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and press GREEN CONTINUE button
- ✓ Press RED NOT IN THIS LOCATION button if the voter does not appear in your location

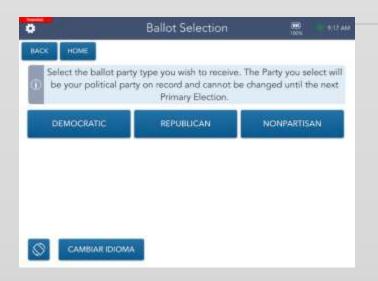
VOTER ELIGIBILITY SCREEN



Always confirm...

- → Verbally confirm the voter's name and current address
- → Press **GREEN GET SIGNATURE** button
- →Screen will automatically flip upside down
- →Tilt screen towards voter

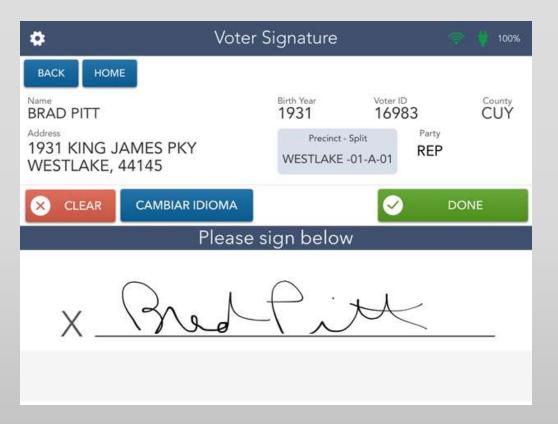
BALLOT SELECTION





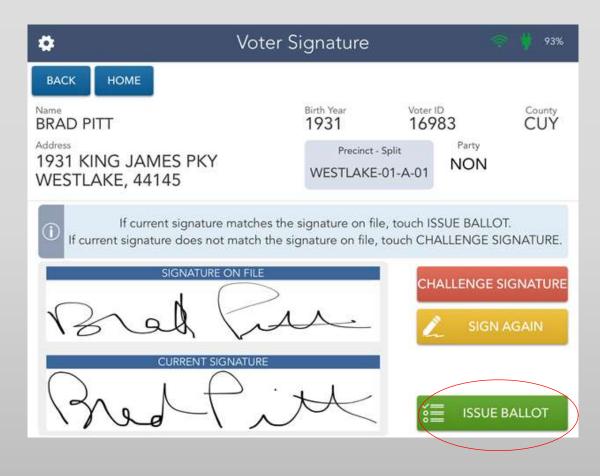
- → The voter will select a ballot style
- → The voter will confirm their selection
- → The voter will press GREEN CONTINUE button

VOTER SIGNATURE



- → Direct voter to sign and press GREENDONE button
- → Display on screen will automatically flip back to original orientation

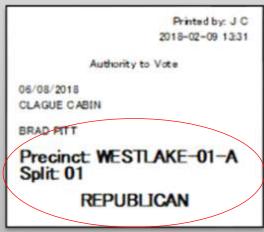
VOTER SIGNATURE



→ Compare voter's signatures then press GREEN ISSUE BALLOT button

AUTHORITY TO VOTE SLIP





- → Will print automatically
- → Press GREEN CONTINUE button
- → If slip does not print, press

 BLUE REPRINT button
- → Hand "Authority to Vote Slip" to Ballot Official
- → Ballot Official will provide correct ballot and return the Authority to Vote Slip
- → Scan stub barcode into EPB

Issuing A Ballot

Printed by: J C
2018-02-09 13:31

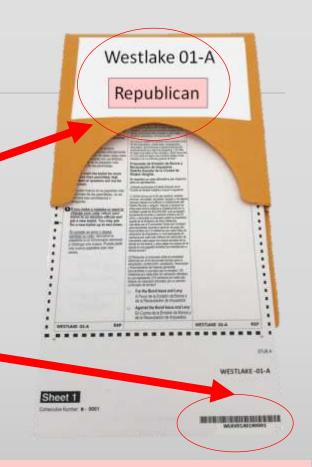
Authority to Vote

06/08/2018
CLAGUE CABIN

BRAD PITT

Precinct: WESTLAKE-01-A
Split: 01

REPUBLICAN





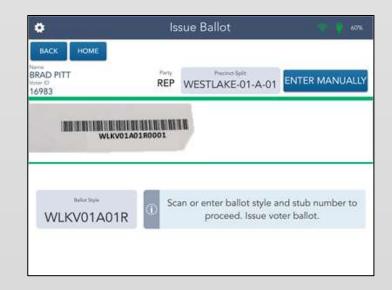
Ballots are precinct specific. The city, ward, precinct and party (ballot type) on the ballot must match the city, ward, precinct and party on the Authority to Vote Slip.

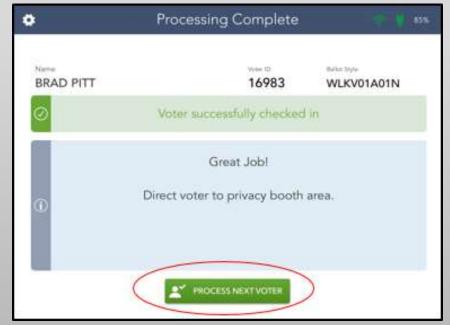
NO EXCEPTIONS!

Issuing a Ballot

Scanning Stub Barcode

- ✓ Hold barcode under camera of EPB
- Once barcode is captured, you will hear an audible beep
- ✓ If ballot style is correct, you will be taken to Processing Complete screen
- ✓ Press GREEN PROCESS NEXT VOTER button

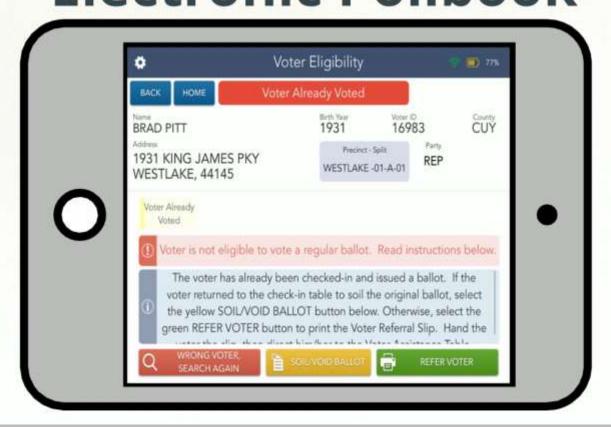






How to Soil/Void a Ballot

How to Soil/Void a Ballot on the Electronic Pollbook

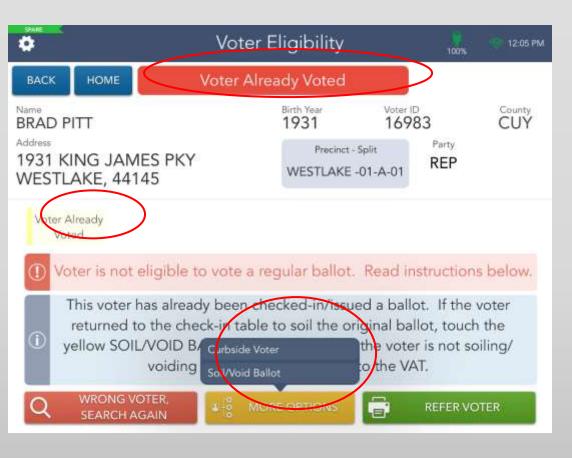




EPB Hands-On Scenario #2



SOIL/VOID - BRAD PITT (DEMOCRATIC)



- ✓ Process voter again using valid form of ID
- ✓ Screen with Red

 Voter Already Voted

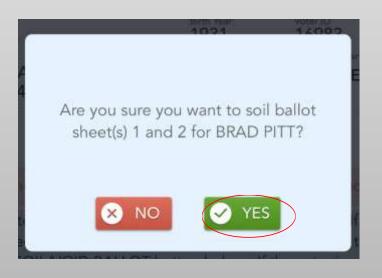
 label will appear
- ✓ Read the instructions
- ✓ Select the Yellow

 MORE OPTIONS

 button, then select

 Blue Soil/Void Ballot





- → Place checkmarks in appropriate boxes
- →Write "VOID" on all sheets of soiled ballot and place in Soiled/Voided Ballot Envelope
- → Press the **GREEN CONTINUE** button

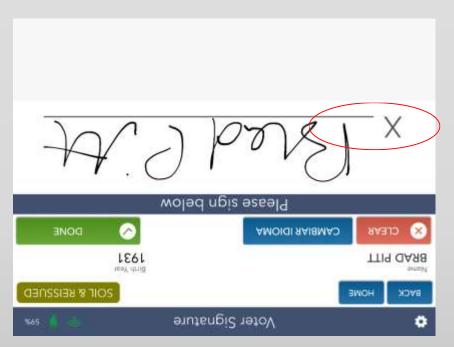
✓ Press the GREEN YES button to confirm ballot soil/void.





- → The voter will select a ballot style
- → The voter will confirm their selection

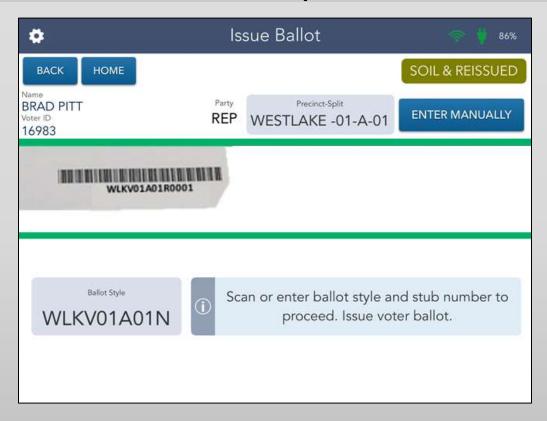
→ The voter will press GREEN CONTINUE button



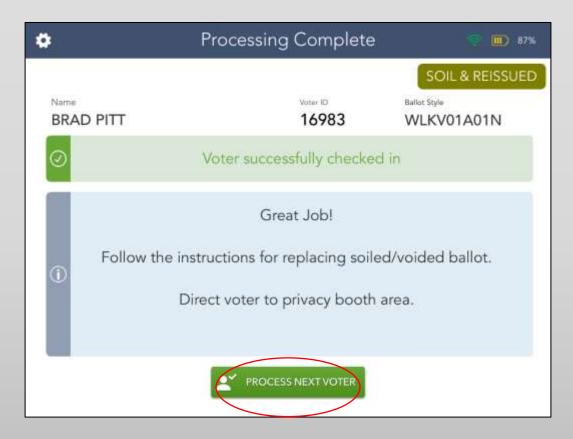
→ Direct voter to sign, then press GREEN DONE button.



→ Compare voter's signatures then press green ISSUE BALLOT button.



✓ Scan or enter ballot style and stub number.



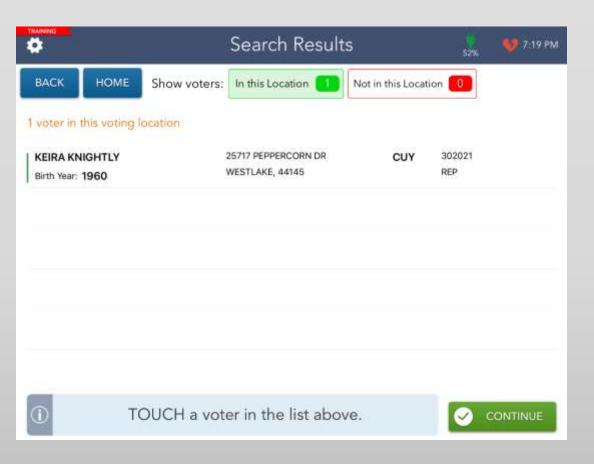
✓ Press the GREEN PROCESS NEXT VOTER button.

EPB Hands-On Scenario #3



KIERA KNIGHTLY - DEMOCRATIC

SEARCH RESULTS-KIERA KNIGHTLY



- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correctvoter record andpress GREENCONTINUE button

VOTER ELIGIBILITY SCREEN



Always confirm...

- Verbally confirm the voter's name and current address
- → Press **GREEN GET SIGNATURE** button
- →Screen will automatically flip upside down
- →Tilt screen towards voter

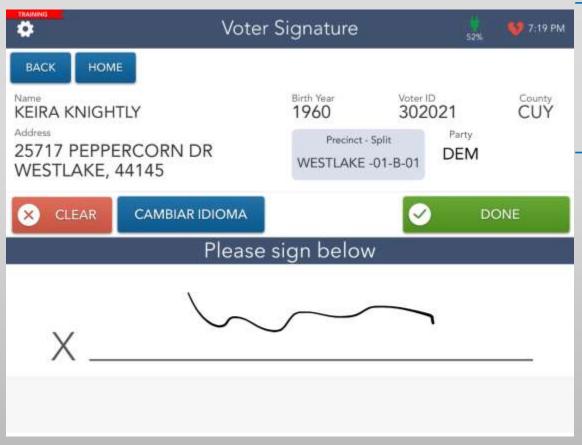
BALLOT SELECTION (KIERA KNIGHTLY)





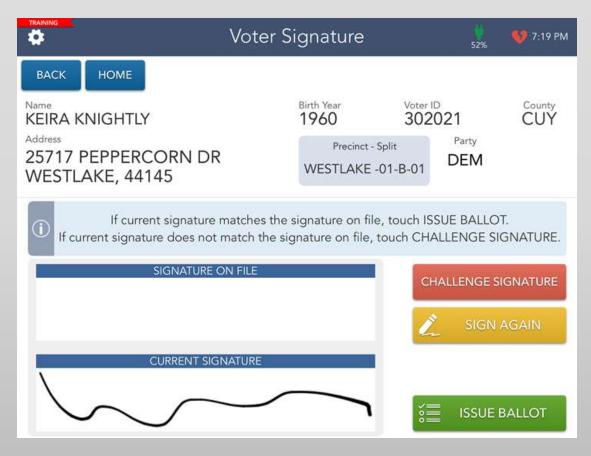
- → The voter will select a ballot style
- → The voter will confirm their selection
- → The voter will press GREEN CONTINUE button

VOTER SIGNATURE



- →Direct voter to sign and press GREEN DONE button
- → Display on screen will automatically flip back to original orientation

VOTER SIGNATURE

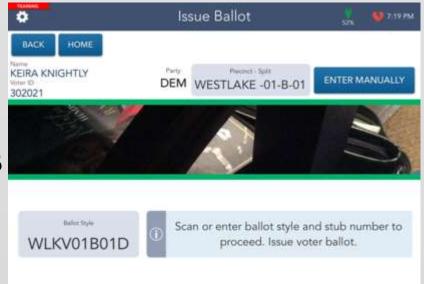


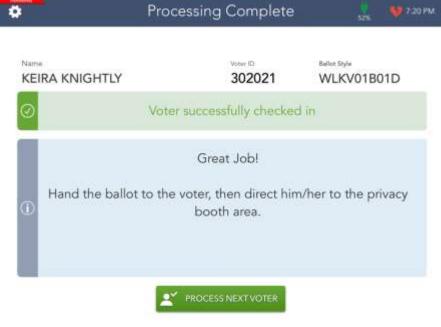
→ Compare voter's signatures then press GREEN ISSUE BALLOT button

Issuing a Ballot

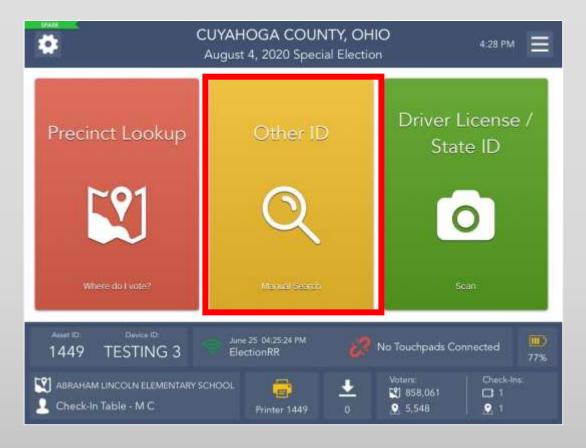
Scanning Stub Barcode

- ✓ Hold barcode under camera of EPB
- Once barcode is captured, you will hear an audible beep
- ✓ If ballot style is correct, you will be taken to Processing Complete screen
- ✓ Press GREEN PROCESS NEXT VOTER button





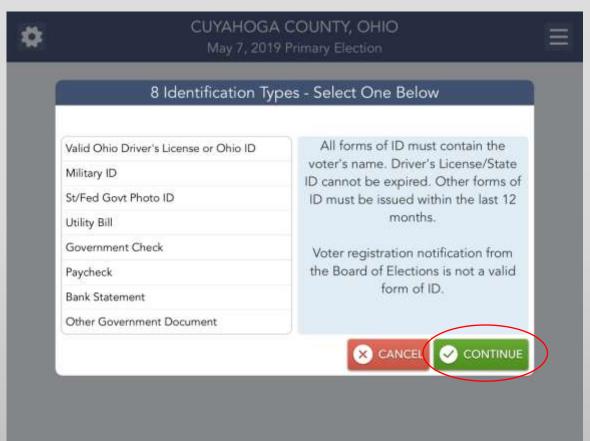
EPB Hands-On Scenario #4



ASHTON KUTCHER; 23536 CONCORD DR

OTHER ID SEARCH PROCESS





- Select the type of ID provided from voter
- → Press theGREENCONTINUEbutton

OTHER ID SEARCH PROCESS: ASHTON KUTCHER

There are four (4) search options available to manually locate

a voter's record.

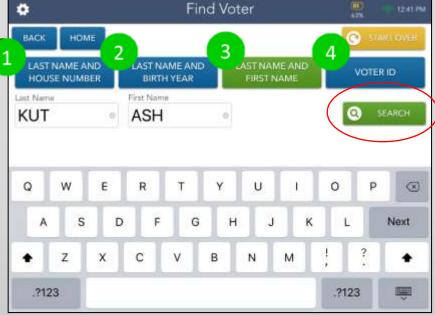
Last Name and House Numb

2 Last Name and Birth Year

Last Name and First Name

4 Voter ID

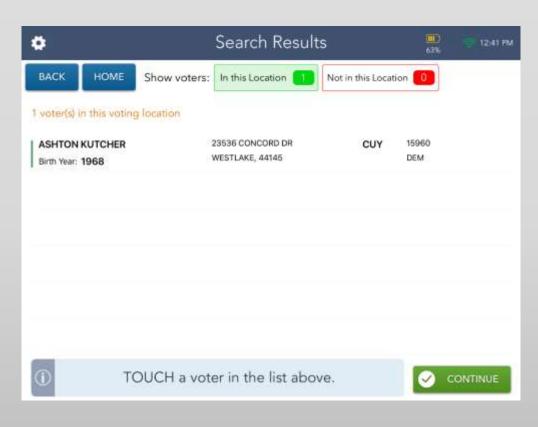
Select search option and enter voter's information into the appropriate fields.





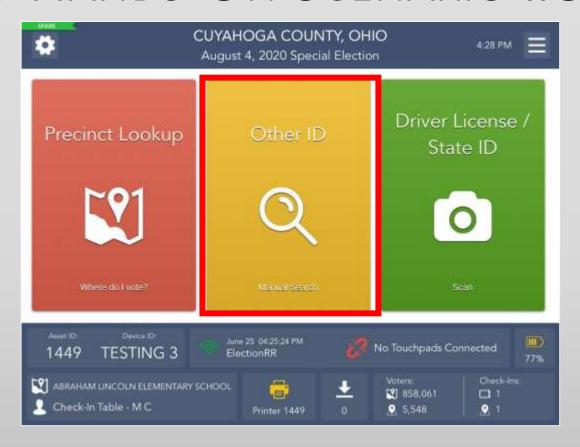
Use fewer characters to increase chances you find correct voter

OTHER ID SEARCH PROCESS: ASHTON KUTCHER

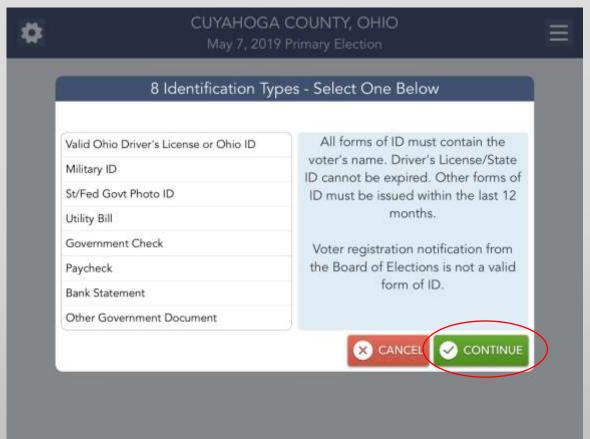


- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and press
 GREEN CONTINUE
 button

EPB Hands-On Scenario #5



SOIL/VOID ASHTON KUTCHER; REPUBLICAN



- → Select the type of ID provided from voter
- → Press theGREENCONTINUEbutton

There are four (4) search options available to manually locate

a voter's record.

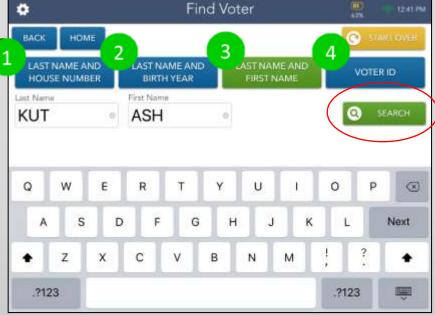
Last Name and House Numb

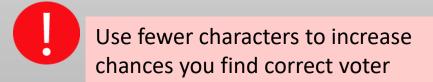
2 Last Name and Birth Year

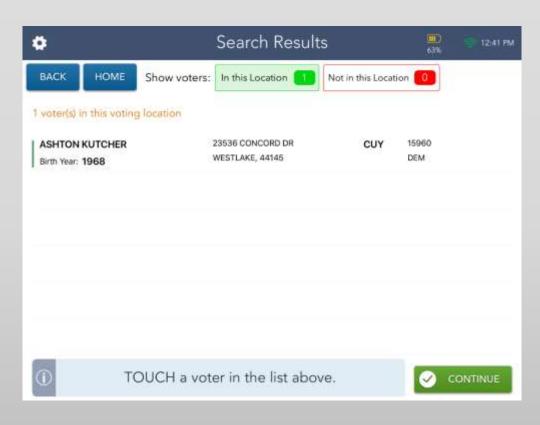
Last Name and First Name

4 Voter ID

Select search option and enter voter's information into the appropriate fields.





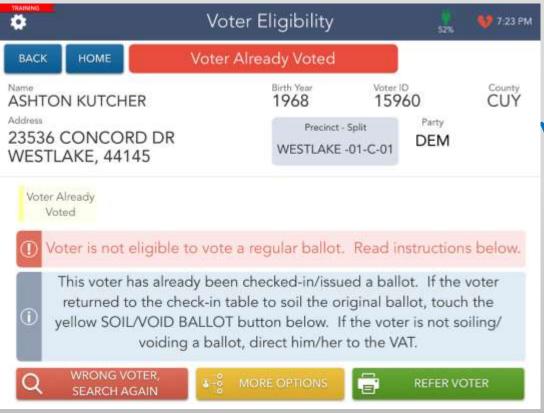


- Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and press

 GREEN CONTINUE

 button

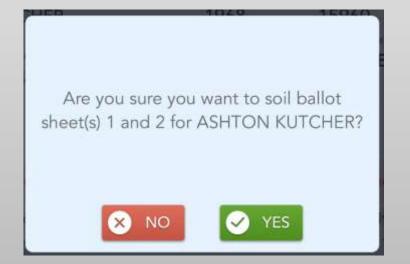
→ Voter eligibility screen



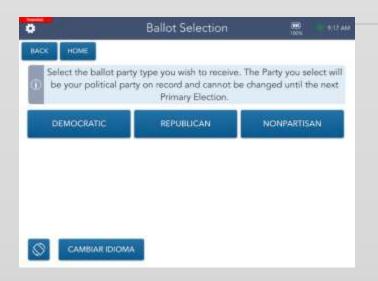
- Search Results screen defaults to voters in your location.
- Select correct voter record and press
 GREEN CONTINUE button



- → Place checkmarks in appropriate boxes
- →Write "VOID" on all sheets of soiled ballot and place in Soiled/Voided Ballot Envelope
- → Press the **GREEN CONTINUE** button



✓ Press the GREEN YES button to confirm ballot soil/void.

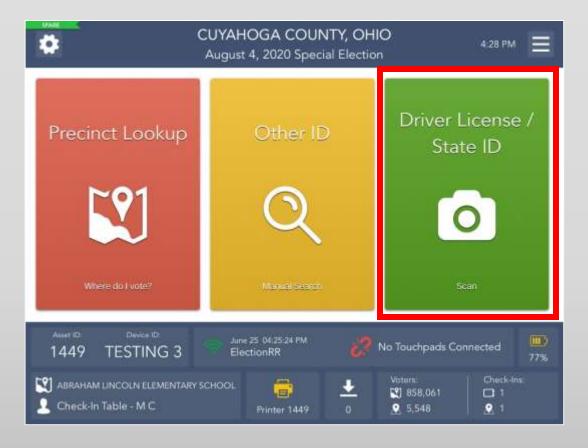




- → The voter will select a ballot style
- → The voter will confirm their selection

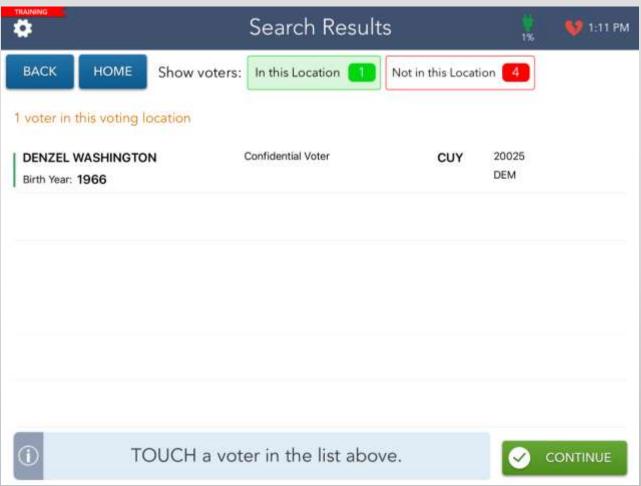
→ The voter will press GREEN CONTINUE button

EPB HANDS-ON SCENARIO #6



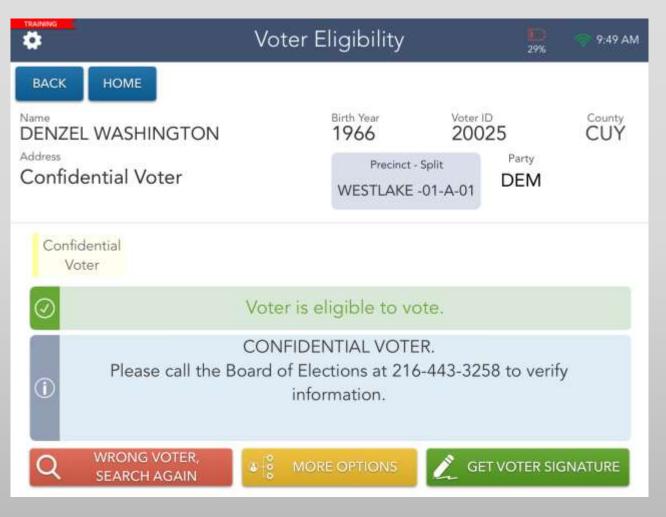
DENZEL WASHINGTON-REPUBLICAN

CONFIDENTIAL VOTERS: NO ADDRESS LISTED



- Search Results screen defaults to voters in your location.
- Ask name and birth year if more than one selection appears on screen
- ✓ Select correct voter record and press **GREEN CONTINUE** button
- ✓ Press **RED NOT IN THIS LOCATION** button if the voter does not appear in your location

CONFIDENTIAL VOTERS: 216-443-3258



- Confirm with Board of Elections voter is eligible to vote.
- ✓ Press GREEN GET SIGNATURE button
- ✓ Screen will automatically flip upside down
- ✓ Tilt screen toward voter

PROCESSING A PROVISIONAL VOTER — CHECK-IN TABLE

EXAMPLE 1:

Voter Referral Slip

This Slip is given to a voter who is in the correct Polling Location and is identified in the EPB as having to vote provisionally Printed by: TILLY HAWK 2018-01-27 04:26

Voter Referral

CUYAHOGA COUNTY, OHIO May 8, 2018 Primary Election

MEG RYAN

WESTLAKE-01-B-01

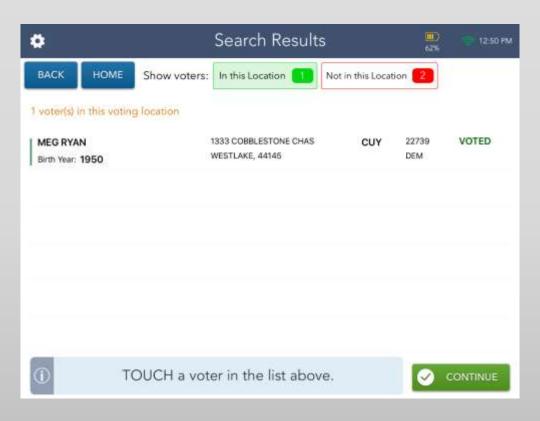
1333 COBBLESTONE CHAS, WESTLAKE, 44145 Referral Reason: Absentee Ballot Requested

EPB Hands-On Scenario #7



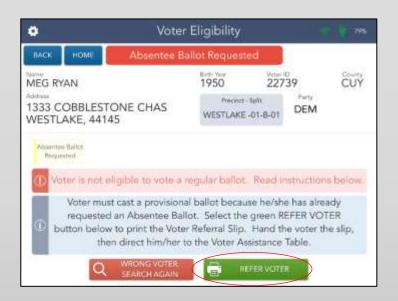
ID SCAN - MEG RYAN

SEARCH RESULTS



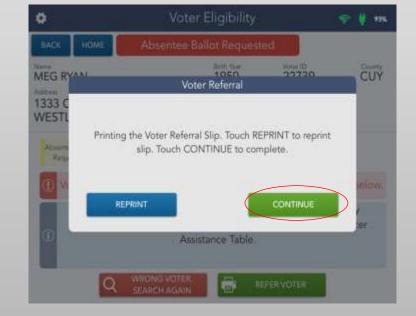
- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and press GREEN CONTINUE button
- ✓ Press RED NOT IN THIS LOCATION button if the voter does not appear in your location

GENERATING A VOTER REFERRAL SLIP

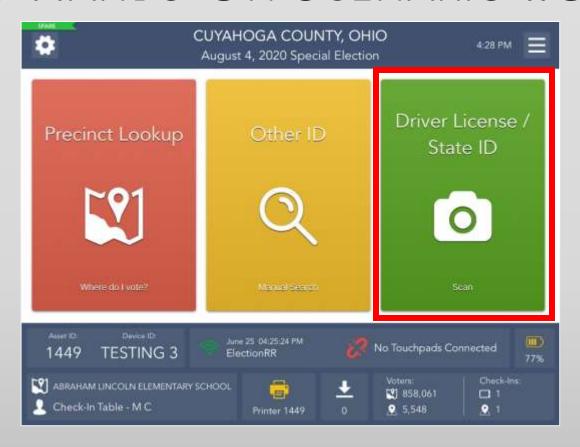


→ Verbally confirm the voter's current address and name

✓ Press the GREEN REFER VOTER button, print the Referral Slip and hand to the voter to take to the VAT Table

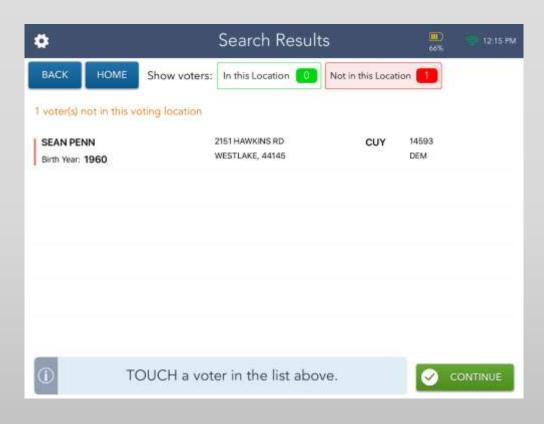


EPB HANDS-ON SCENARIO #8



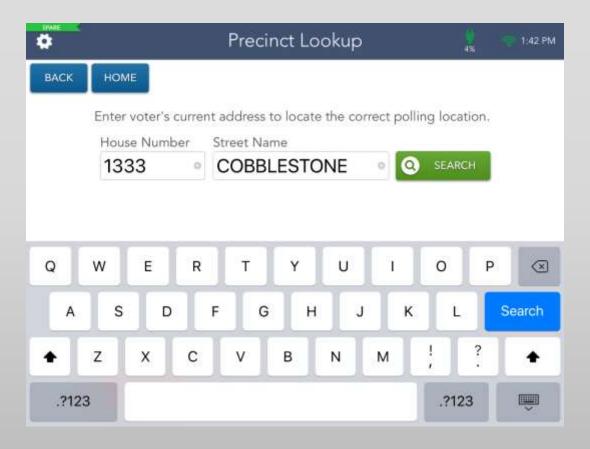
ID SCAN – SEAN PENN LIVES AT 1333 COBBLESTONE CHASE

SEARCH RESULTS



- ✓ BEFORE selecting Penn's record, confirm his current address and name.
- ✓ Penn states he lives at:
 - √ 1333 Cobblestone
 Chase, Westlake, OH
- ✓ Select the **BLUE** Home button and Select the **RED** Precinct Lookup button

Precinct Lookup: 1333 Cobblestone

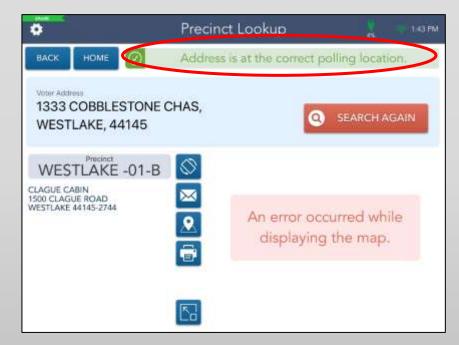


PRECINCT LOOKUP | AT CORRECT POLLING LOCATION

"Address is at the correct polling location" appears in Green at

the top of the screen

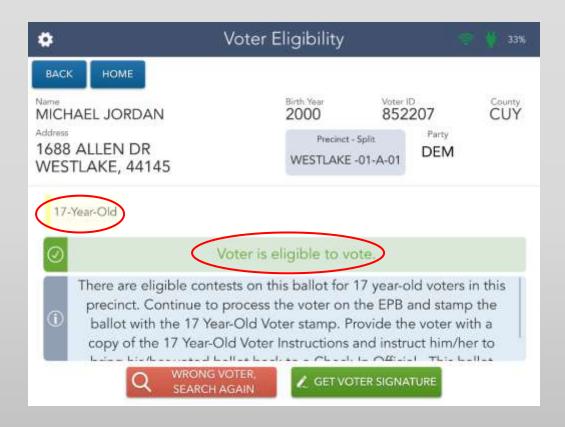
- ✓ Confirm with the voter this is indeed the CORRECT precinct/polling info
- ✓ If information is correct, print precinct look-up slip and send the voter to the VAT





The voter must vote in his/her current precinct/polling location or the ballot will not count

17-YEAR-OLD VOTERS

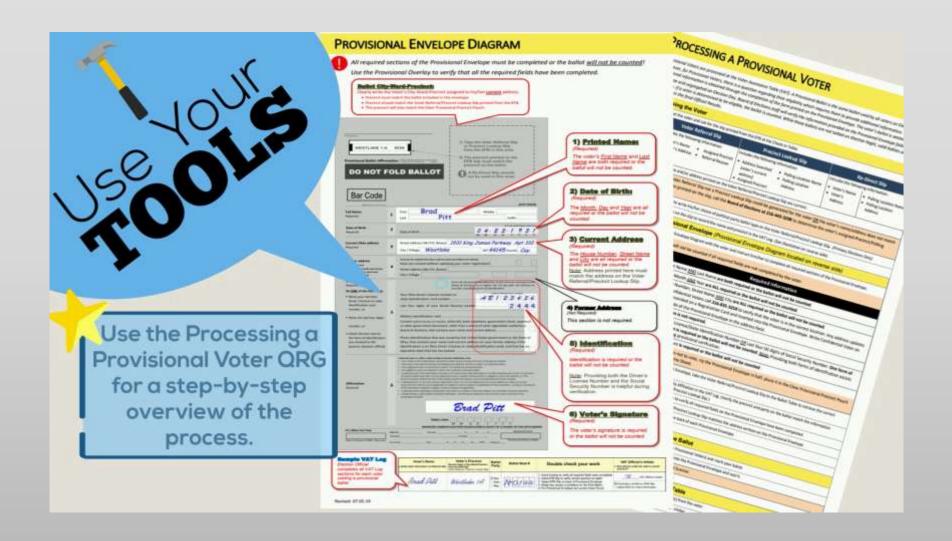


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PROVISIONAL VOTING



VOTER ASSISTANCE TABLE TOOLS



POINTS OF EMPHASIS/LESSON LEARNED

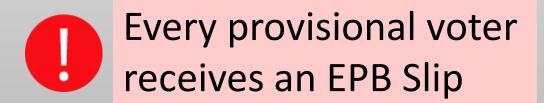
- ✓ Three different steps in the provisional process where an error can be discovered:
 - 1. Check-In Table
 - 2. VAT
 - 3. Ballot Table
- Provisional voter declares political party by writing it on the EPB slip at the VAT
- ✓ Ask provisional voter to fold ballot along perforation line (Stub A) so it will fit inside provisional envelope

PROVISIONAL VOTER EPB SLIPS

The EPB will generate one of two (2) slips when processing a voter who must vote provisional:

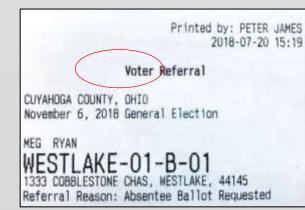
- Voter Referral Slip
- 2. Precinct Lookup Slip

This slip must be taken to the VAT by the voter.



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Voter Referral Slip



Precinct Lookup Slip



DO PROVISIONAL VOTES COUNT?

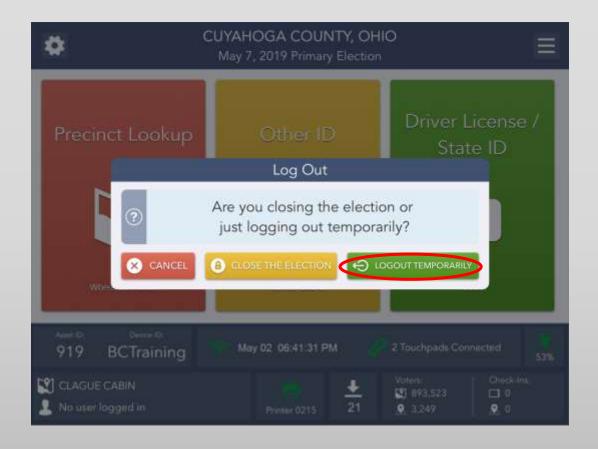
Provisional votes are **COUNTED** when the voter meets these three (3) criteria:

- 1. Is registered **ANYWHERE** in Ohio
- Completes ALL five (5) of the required fields on the provisional envelope, which includes a valid form of ID
- Casts his/her ballot in the correct precinct/polling location

If these criteria are met, the provisional ballot will be counted in the Official count. The Official count (or final vote totals) determine the winner of any race/issue.

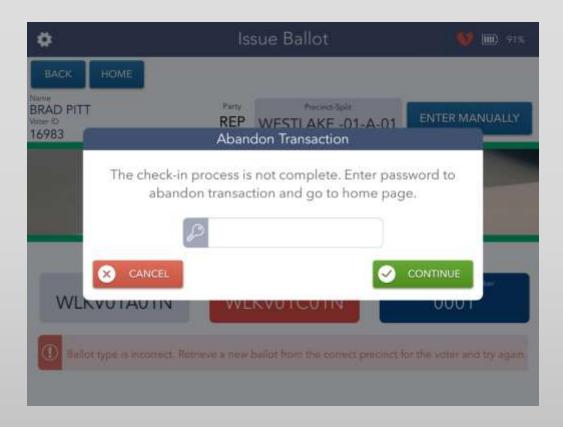
QUESTIONS?

TEMPORARY LOGOUT



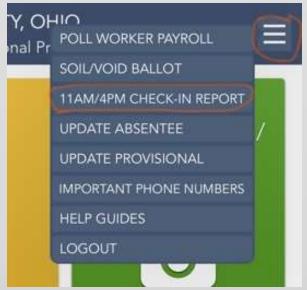
✓ Use Logout Temporarily for changing EPB officials during breaks

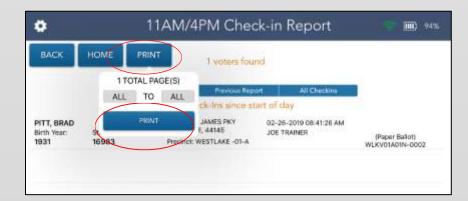
STOP! ABANDONED TRANSACTION



If you hit the **HOME** button on the Issue Ballot screen you will be stopped. Ask VLM to contact **BOE** for password if you truly want to abandon this transaction.

11 AM/4 PM CHECK-IN REPORT



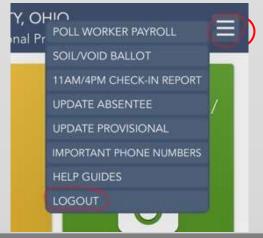


- Includes ALL voters that have checked-in at Polling Location
- Print from one (1) EPB ONLY!
- Post reports near entrance of Polling Location under <u>Precinct Voter List Sign</u>

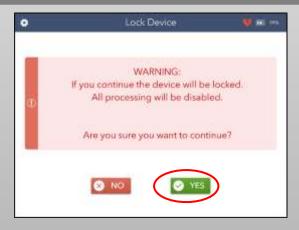
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CLOSING ELECTION ON EPB

LOGOUT OF THE EPB APPLICATION



LOCK DEVICE



CLOSE THE ELECTION

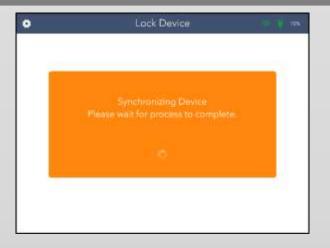


ENTER PASSWORDS



CLOSING ELECTION ON EPB

SYNCHRONIZE DEVICES



PRINT CHECK-IN TOTALS REPORT



COMPLETE BALLOT ACCOUNTING PROCESS

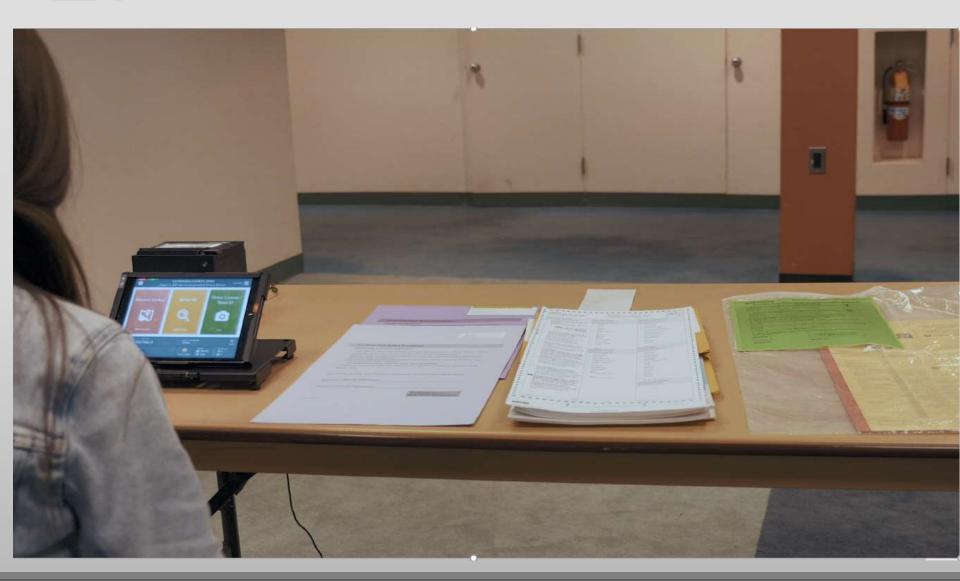


Total for location Issued: 2 Provisional: 0 Spoiled: 2





BALLOT ACCOUNTING



BALLOT ACCOUNTING NUMBERS

UNUSED BALLOTS

WLK01A01D WLK01A01L ? LIB WLK01**A**01**N** DEM NON Enter: 2 Enter: 1 Enter: 1 ?WLK01B01L WLK01A01R WLK01**B**01**D** REP DEM Enter: 3 Enter: 2 Enter: 1 WLK01**B**01**N** WLK01C01D WLK01B01R REP ? DEM NON Enter: 2 Enter: 1 Enter: 1 WLK01C01N WLK01C01R WLK01C01L ? NON ? REP Enter: 1 Enter: 3 Enter: 1

BALLOT ACCOUNTING NUMBERS

OTHER BALLOTS

PROVISIONAL BALLOTS
SOIL/VOID BALLOTS
17-YEAR-OLD BALLOTS

→ WESTLAKE-01-A 0 → WESTLAKE-01-A 1 → WESTLAKE-01-A 0 → WESTLAKE-01-B 1 → WESTLAKE-01-B 0 → WESTLAKE-01-C 0 → WESTLAKE-01-C 0

CURBSIDE BALLOTS

- \rightarrow WESTLAKE-01-A $\frac{1}{}$
- \rightarrow WESTLAKE-01-B $\mathbf{0}$
- \rightarrow WESTLAKE-01-B 0

SCANNER TOTALS

- → SCANNER #1 2
- → SCANNER #2
- \rightarrow SCANNER #3 0

--> NEXT STEP

QUESTIONS?

TROUBLESHOOTING



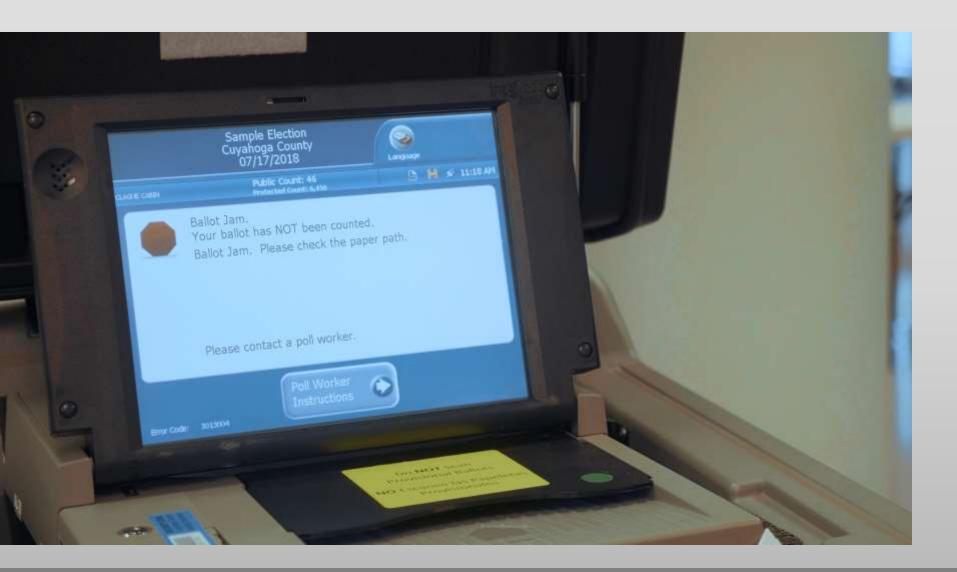


EPB Troubleshooting





DS200 TROUBLESHOOTING



TROUBLESHOOTING THE AUTOMARK

- ✓ Voter has right to be assisted by a family member or friend, or be assisted by two Election Officials of opposite political parties
- ✓ If an AutoMARK is not operational, first refer to your QRG – <u>AutoMARK (ADA Voting Unit) Setup |</u> <u>Monday Night</u>
- ✓ If you are unable to fix the problem, call the Board of Elections

Training & Troubleshooting Resources

- ✓ BOE has ample technical support for VLMs/VLDs
- ✓ Don't hesitate to call 216-443-3277
- √ 443Vote.us has extensive information:
 - Training Videos (password '443vote')
 - Training PowerPoint (pdf)
 - Election Manual & VLM Checklist
 - All QRGs
 - Most other documents you will use at your location

MANAGEMENT TIPS



MANAGEMENT & LEADERSHIP

Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things they never thought they could.

MANAGEMENT PRACTICES

- ✓ Skills and Qualities
- ✓ TEAMWORK/TEAMWORK/TEAMWORK
- ✓ Aloof-not friendly or forthcoming; cool and distant.
- Assertive-having or showing a confident and forceful personality.
- ✓ Aggressive-ready or likely to attack or confront.

Breaks and Lunch

- ✓ Break/Lunch Schedule
 - Two 15-minute breaks
 - 1 hour lunch
 - 30-minute intervals
 - ❖ 10:00 am- 3:00 pm
- ✓ Worker Rotation
 - Skill level

BREAK AND LUNCH SCHEDULE

Time	Name	Name	Coverage
10:00-11:00	Ashley Clark	Caitlin Sweeney	Mary Ann Domzalski
10:30-11:30	Mary Robinson		Becky Brake
11:00-12:00	Aubrey Rudolph	Wendy	Jessica Cora
11:30-12:30	Becky Brake		Mary Robinson
12:00-1:00	Marlene Robinson-Statler		Alex Skufca
12:30-1:30	Bob Sowa		Becky Brake
1:00-2:00	Arianne Morrow		Marlene Robinson Statler
1:30-2:30	John Smith		Bob Sowa
2:00-3:00	Alex Skufca		Ashley Clark
2:30-3:30	Jessica Cora		Aubrey Rudolph
3:00-4:00	Mary Ann Domzalski		Mary Robinson

POINTS OF EMPHASIS

- Cell phone use during voting hours
 - Numerous complaints from fellow poll workers and voters about loud phone conversations, using cell phones while processing voters, etc.
 - From the SOS:

Precinct election officials may not introduce into the polling location, or use during their working time, items that might distract them from managing the polls (i.e., laptops not provided by the board of elections, newspapers, iPods or other music players, cell phones for personal use, radios, televisions, etc.);

PROFESSIONALISM

Attire

NO...

- Clothing with inappropriate messages or graphics
 - Including political items
- ★ Distressed or ripped jeans
- **★**Shorts
- **メ**Hats
- ⊀Flip Flops
- Low cut or strapless shirts
- ★Athletic attire
- Unwashed clothing

Language/Behavior

NO...

- Foul or abusive language
- Comments on race, ethnicity, gender, disabilities, or political affiliation
- Harassment or discrimination
- Mistreatment of the facilities

ROVER & VLM/VLD RELATIONSHIP

- ✓ VLM/VLD and Rover work as a <u>TEAM</u>
- ✓ VLM/VLD responsible for inside of voting location, Rover outside
- ✓ Rover checks to make sure BOE cell phone is on
- ✓ Rover is a <u>HANDS-OFF</u> position
- ✓ Rover is <u>NOT</u> trained to troubleshoot equipment
- ✓ Rover verifies Location Diagram followed
- ✓ Rover will arrive around 2 p.m. on Tuesday to prepare VLM/VLD for closing procedures

COMMUNICATION WITH PEOS

- ✓ At Monday Night meeting, briefly inquire as to Officials level of work experience
- ✓ Use information to pair experienced Officials with less experienced
- ✓ With no DS200 hands-on training, having an experienced Official on Scanner Team important
- ✓ Remind Officials to use their Election Manual and QRGs throughout the election
- ✓ When in doubt, call the BOE

Working With Election Substitute Officials

- ✓ For each election, Election Substitute Officials (ESO) are hired to fill PEO vacancies created by workers calling off or failing to report for their assignment.
- ✓ If there is a missing worker in your location, call the Election Official hotline (216-443-3277) immediately, and we will work to send a replacement.
- ✓ A worker may come to your location that is not on your roster. Please welcome and treat this worker like all your other poll workers, as they were sent by the BOE.
- ✓ The BOE decides where to send ESOs based upon the number of poll worker absences in a location, as well as maintaining political balance.

Monday Night Meeting Tips

- ✓ PEOs must report to the polling location Monday night at 6 p.m. As the VLM/VLD, you may arrive as soon as 5:45 p.m. in order to get organized and form a plan for when the PEOs arrive.
- ✓ VLD helps with AutoMARK and VAT
- ✓ AutoMARK should be set up early, as it takes 45 minutes to power on
- ✓ If you have more than 12 Election Officials, assign extra workers to Scanner, Supply and EPB Teams
- ✓ Be sure to use VLM Monday Night Checklist

ELECTION DAY TIPS

- ✓ Use Monday Night Team pairings unless competency or compliance issues arose
- ✓ VLM should walk around location during first hour
 of voting to observe
- ✓ VLM discretion whether to rotate workers throughout the day
- ✓ Prepare Officials for closing ahead of 7:30 p.m.

ROLES & RESPONSIBILITIES

- ✓ In addition to regular Election Official duties, assist voters needing Spanish language assistance using Spanish language skills and the tools provided
- Remember to use formal Spanish
- ✓ The Bilingual Official is **EXEMPT** from political balance when interacting with a voter, including at the DS200 scanner.
- ✓ The Bilingual Official should be assigned to the Check-In Table (or Ballot Table for quick access to voter)

BILINGUAL PEO TRAINING



¡BIENVENIDOS¡

SPANISH LANGUAGE ASSISTANCE HOTLINE

216-443-3233

This number can be found on the back of your <u>Election</u> <u>Manual</u>

ELECTION DAY TOOLS



Spanish language assistance is available upon request.

If there is not a Spanish-speaking poll worker available, please call:

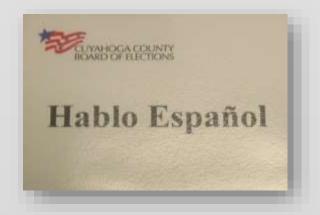
216-443-3233

La asistencia en español se encuentra disponible a petición.

Si no hay disponible un trabajador electoral de habla hispana, por favor llame al:

216-443-3233







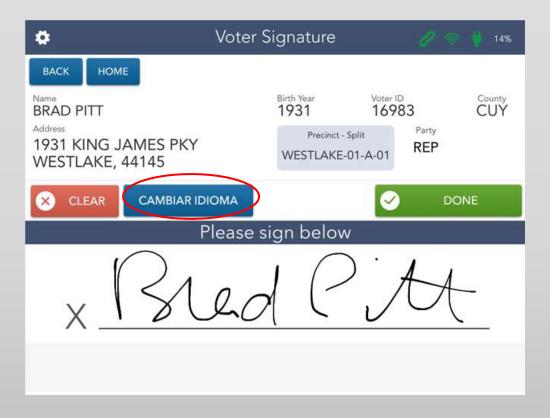
✓ Be sure all appropriate signs are placed on the doors, walls and tables in the Polling Location.

ELECTION DAY TOOLS



How to Mark Your Ballot - Spanish

ELECTRONIC POLLBOOK IN SPANISH



A voter can switch the Electronic Pollbook to Spanish by clicking the **BLUE CAMBIAR IDIOMA** button

VOTING MACHINES

✓ The DS200 will display messages in both English and Spanish





If a voter needs to use the AutoMARK, alert VLM

TRANSLATING THE BALLOT

- Remember to use formal Spanish
- ✓ Do NOT use your own translations
- ✓ Do NOT mark the ballot or insert the ballot into the DS200
- ✓ The Bilingual Official is EXEMPT from political balance when interacting with a voter, including at the DS200 scanner

FINAL ITEMS



SAFETY OF LOCATION

- ✓ The safety of Election Officials, voters and anyone else inside the Polling Location is always the highest priority
- ✓ Call 911!
- ✓ After proper authorities have been notified, call Board of Elections to report the incident
- Only if time permits, take all election sensitive materials outside of the Polling Location with you during the evacuation

SAFETY OF LOCATION (CONT)

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- · Have an escape route and plan in mind
- · Leave your belongings behind
- · Keep your hands visible

2. HIDE

- · Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- · Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- · Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- · Raise hands and spread fingers
- · Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- · Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR.

- . Location of the active shooter
- · Number of shooters
- · Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER.

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- · Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



CALL 911 WHEN IT IS SAFE TO DO SO

SECURITY OF ELECTION EQUIPMENT

- ✓ Questions about the security of election equipment (i.e. hacking), refer to the VLM first
- ✓ In most cases, the VLM will instruct the voter to call the Board of Elections with questions
- ✓ Do not engage with a voter on this topic
- ✓ There will be more information about the security of our election equipment on our website

BOE WEBSITE: 443VOTE.US



FINAL WEEK PREPARATION

- The BOE will send email(s) during the week leading up to Election Day with further details about the election, additional training resources, Zoom sessions, Practice Makes Perfect, and more.
- Zoom sessions are scheduled the week prior to election during the day and evenings.
- Practice Makes Perfect is a specialized class for VLM/VLD
- We train all workers on every job duty as the VLM may ask you to work multiple positions on Election Day.

REFER A FRIEND

- ✓ Apply at Board of Election website
- ✓ www.443vote.us
- ✓ Call 216-443-3277
- ✓ We offer Continuing Education Credits(CEU's)
 - Continuing Legal Education
 - Social Work

ASSESSMENT